



Candidate City Manual

2018 Commonwealth Games

REVISED May 2011
Integrates Addenda 1-5

2018 CWG Candidate City Manual



COMMONWEALTH GAMES FEDERATION

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2018 CWG Candidate City Manual



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A. Introduction and Overview

Purpose of the Candidate City Manual

The Commonwealth Games Federation (CGF) has developed this Candidate City Manual to direct Candidate Cities in the development of their bid propositions for the 2018 Commonwealth Games. The Candidate City Manual, in conjunction with the governing CGF Documents, establishes the legal/technical obligations of each Candidate City and the Host City when selected.

For each edition of the Games, the CGF will establish a Candidate City Manual which, along with other documents described below, defines the technical, financial and legal requirements, timelines and procedures and rules of submitting a bid to host the Commonwealth Games. The structure and nature of information required as part of the Candidature Process is established through the Candidate City Manual. Bid documents submitted by Commonwealth Games Associations (CGAs) and their prospective Host Countries/Cities must comply with all aspects of the Candidate City Manual and other CGF Documents as well as any decisions or directions by the CGF Executive Board as may be issued from time to time.

This Candidate City Manual contains the following sections (parts):

Part 1 outlines what is required of a Candidate City during the Bid Process. It contains procedures, rules and deadlines to be respected by Candidate Cities.

Part 2 contains the detailed CGF questionnaire which provides the structure of the Candidature File to be submitted to the CGF and which will form the basis for a technical analysis of each CGA's/city's project.

Part 3 contains precise instructions on the presentation of a Candidate City's submission to the CGF which includes the following documents:

- Candidature File
- Guarantees Files
- Original signed Undertaking
- Maps
- CD ROMs
- Comprehensive financial data
- Initial environmental impact assessments and other relevant studies

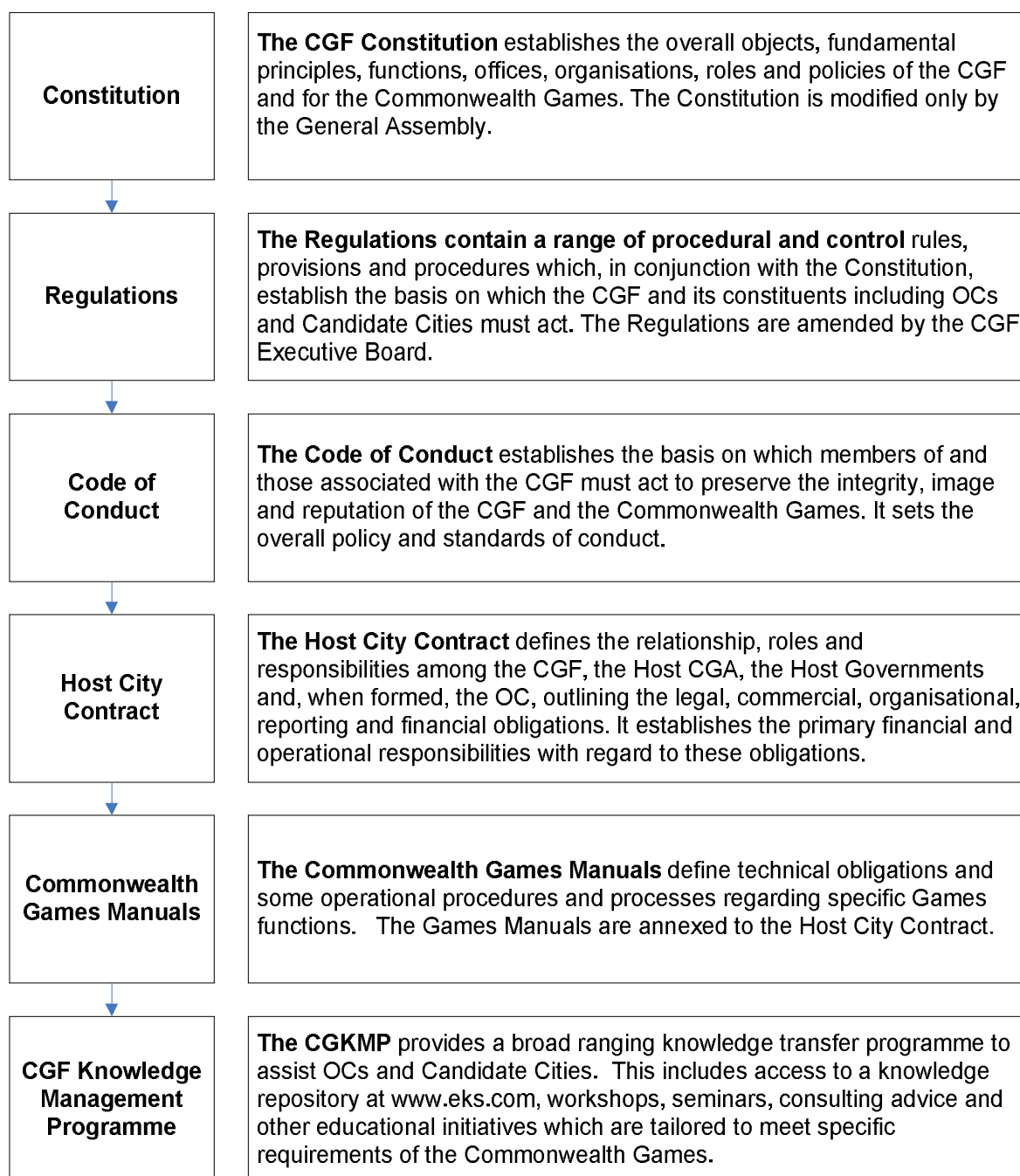
Part 4 outlines the issues relevant during the bid process and immediately thereafter, relating to the formation of the Organising Committee.

B. Information Framework

Other CGF Documents and Information Sources

In addition to the Candidate City Manual, Candidate Cities should also refer to other CGF documents. Along with the Candidate City Manual these documents provide Candidate Cities with the official information and requirements framework on which to base their bid propositions.

The following chart summarises the key CGF documents and indicates the relationship between the various major information sources:



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Commonwealth Games Manuals

The Commonwealth Games Manuals are developed across a range of functional areas and programmes (approximately 30 Games Manuals are in production) and are regularly updated to reflect current obligations and best practices. The CGF will advise Candidate Cities of the current list of Games Manuals under a separate circular. The Games Manuals are available for download through the CGKMP programme.

CGF website (www.thecgf.com)

This is the official website of the Commonwealth Games Federation - www.thecgf.com is the primary on-line source of information relating to the CGF and the Commonwealth Games. The website contains information regarding current activities and composition of the Federation, its CGAs and member sports. It also has information on previous and current Games editions, athletes, records and is regularly updated by the CGF.

Knowledge Centre Extranet (www.eks.com)

The CGF utilises the services of Event Knowledge Services (EKS) to develop and manage the CGF Knowledge Management Programme. Part of this programme provides a detailed knowledge repository at www.eks.com for authorised users. The Knowledge Centre includes:

- Process tools, e.g. proforma contracts, requests for proposals, scale and scope data
- Sport & Venues technical material including CAD diagrams, field of play specifications, etc.
- Strategy and Operating plans
- Working files of previous event hosts
- Briefing notes
- After Action Reports (Post Event Reports)
- Presentations by experts
- Guides, manuals and important Event Owners specifications
- Event-specific terminology
- Venue and construction specifications
- Analysis and benchmarking
- Workshop & Seminar material
- Photography
- Staffing & Organisation structures
- Databases

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C. Specific Glossary

The following table lists specific terms and acronyms used in the Candidate City Manual:

Acronym / Term	Definition
Block Plan	A simple plan that shows the main areas of the venue to demonstrate that it can meet the key Games requirements, including adequate space and suitable access and accreditation management.
CAD	Computer Aided Design
CAS	Court of Arbitration for Sport
CEO	Chief Executive Officer
CGA	Commonwealth Games Association
CGF	Commonwealth Games Federation
CGKMP	Commonwealth Games Knowledge Management Programme
Cluster	A grouping of venues to allow for management by limited staff, especially in the planning phases.
COO	Chief Operating Officer
CWG	Commonwealth Games
EKS	Event Knowledge Services
GAISF	General Association of International Sports Federations (now known as SportAccord)
GBP	United Kingdom Pound Sterling
GDP	Gross Domestic Product
HBO	Host Broadcast Organisation
HCC	Host City Contract
IBC	International Broadcast Centre
IF	International Federation
IPC	International Paralympic Committee
JMP	Joint Marketing Programme
JMPA	Joint Marketing Programme Agreement
Km	Kilometres
MPC	Main Press Centre
NF	National Federation
OC	Organising Committee
Precinct	A precinct is a group or two or more venues located in the same area and sharing common facilities.
UNESCO	United Nations Educational, Scientific, and Cultural Organisation
VIK	Value in kind
WADA	World Anti-Doping Agency

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D. Commonwealth Games Constituent Groups

The following table shows the breakdown of constituent groups into sub-groups and populations:

Constituent group	Constituent sub-group	Population	Approximate Population size
CGF	CGF	President and Executive Board	15
		CGF group administration	10
		CGF Commissions	10
		CGF advisors, experts, consultants agents	10
		CGF partners and suppliers	TBD
		CGF guests	50-75
		GAISF (now known as SportAccord)	5
		Previous OCs (President, Director General)	4
		CGF Life Vice Presidents	3
	IFs	Presidents/Secretaries General	30-34
	Future OCs	President, Director General, Mayor Executives*	12
		Candidate Cities	12
	Agencies	CAS	5
		WADA	15
	CGA	Presidents/ Secretaries General	144
IF	Technical Officials	International Technical Officials	1,100 (as per programme)
		National Technical Officials	
	Other IF	Technical Delegates	1 per sport
		Boards	1 per sport
		Staff	1-3 per sport
		Guests	30
		Host Country NFs	30
CGA	CGA	Additional Officials	Refer matrix
		CGA sponsors	Host Specific
		Host Country CGA	5
Host OC	Host OC	President/CEO	4
		Ceremony performers	5,000
		Ceremony production	
		Cultural Programme	
		Workforce, including security forces	50,000

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Constituent group	Constituent sub-group	Population	Approximate Population size
		Ticket agents	5-10
	Dignitaries	International dignitaries	50
		Domestic dignitaries	Nation specific
Future OCs	Observers	Staff	350
		Bid Cities	
Marketing partners	OC sponsors	Hospitality guests and management	250
		Support and technical staff	Included in Workforce
Media	Broadcasters	Rights holders hospitality	Host specific
		Host Broadcaster hospitality	Host specific
	Broadcasters	Rights holders production	1,500
		Host Broadcaster/HBO production	
	TV	TV viewers	2 billion
	Written and photographic press	World news agencies	4,000
		Individual written and photographic press	
Host City / Country	Spectators	Ticketed spectators	1-2 million
		Live site or celebration attendees	
	Community	Residents of Host City/Country Targeted populations as appropriate	Host specific

PART 1 — Candidature Procedure

Overview

The first section of the Candidate City Manual provides a general introduction to the Bid Process. The Candidature Procedure outlines what is required of a Candidate City, as well as the procedures, rules and deadlines to be respected during the bid process.

Part 1 includes the following:

Chapter	
1.1	Phase 1 - Bid Process
1.2	Rules of Conduct
1.3	Commonwealth Games Symbol Use
1.4	Undertaking
1.5	Acceptance of the Candidature Procedure

1.1 Phase I – Bid Process

Candidature Procedure

The aim of this section is to guide Candidate Cities through the various steps of a candidature until the election of the Host City at the CGF's General Assembly in November 2011.

The Candidature Procedure outlines what is required of a Candidate City, as well as the procedures, rules and deadlines to be respected. It also contains essential reading for anyone connected with the preparation and promotion of a candidature for the Commonwealth Games.

Modifications to the Commonwealth Games Constitution and Regulations

Candidate Cities will be provided with a copy of the current edition of the CGF Constitution and Regulations. It must be noted, however, that the Host City, its CGA and the OC will be bound by the documents in force on the date of the execution of the Host City Contract.

The CGF will inform the Candidate Cities and their CGAs of the amendments that are made (or to be made) between the current edition of the CGF Constitution and Regulations and the version to be in force on the date of the execution of the Host City Contract. Additionally, the CGF reserves the right to further amend the CGF Constitution and Regulations with respect to the governance of the Commonwealth Games and the CGF generally and, for such purposes, the version of the CGF Constitution and Regulations which is amended from time to time shall prevail.

Precedence

The Candidature Procedure is subject to the provisions of the CGF Constitution and Regulations. Should there be any conflict between, on the one hand, this Candidate City Manual and, on the other hand, the Host City Contract and/or the CGF Constitution and Regulations, the Host City Contract and/or the CGF Constitution and Regulations shall prevail.

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1.1.1 Deadlines and Milestones

The following table lists the main deadlines and milestones of the Candidature Procedure:

Date	Activity/Milestone
23 December 2009	The completion of bid guidelines and candidature file by the CGF and circulation of these to all CGAs.
31 March 2010	Deadline for CGAs/Candidate Cities to notify CGF of intention to bid. Fax or scan copy of Candidate Procedure acceptance.
16 April 2010	Payment of Candidate City Fee for assessment and support and lodgement of original copy of Candidate Procedure Acceptance
9 July 2010	Meeting of all Candidate Cities– bid procedures, and support briefing in London
9 July 2010	Distribution of details of electronic bid formats.
9 July 2010	Each Candidate City will receive the Host City Contract and an original Host City Contract undertaking which must be signed by representatives of the city and the CGA and returned to the CGF with the Candidature File
October 2010	Delhi 2010 Commonwealth Games Observers Programme
December 2010	Delhi 2010 Debriefing and Candidate City Seminar
February 2011	CGF-Candidate City meeting – individual Candidate City clarifications
11 May 2011	Bids are to be lodged by this date, that is, in accordance with the Constitution 6 months prior to the 2011 General Assembly (this does not preclude a bid being formally lodged sooner). Candidate Cities will need to allow time for progressive loading of electronic documents to be fully compliant with this deadline.
June/July 2011	The CGF Evaluation Commission formally reviews confirmed bids including onsite visits.
September 2011	CGF Evaluation Commission Report published.
October 2011	Deadline for any updates to be issued by Candidate Cities in response to the Evaluation Commission Report.
11 November 2011	CGF General Assembly awards the right to host the 2018 Games.

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1.1.2 Intent to Bid and CGF Acceptance

All CGAs/Candidate Cities wishing to be considered in the Candidature Process for the 2018 Commonwealth Games must notify the CGF by completing, signing and submitting the Acceptance of the Candidature Procedure form no later than 31 March 2010 confirming their acceptance of the rules and conditions associated with the Bid Process.

The candidature becomes formally recognised by the CGF when the Acceptance of the Candidature Procedure has been signed by the Candidate City, the relevant National Government representative and its respective CGA, and the Candidature Fee is paid by 16 April 2010.

The signature page of the Candidature Procedure can be found at the end of Part 1.

1.1.3 Payment of the Candidature Fee for Assessment and Support Programme

Fee

Candidate Cities shall be required to pay a non-refundable Candidature Fee to the CGF of GBP 60,000 by 16 April 2010. This fee shall entitle the Candidate CGAs/Cities to the following:

- All documents/information produced by the CGF for the Candidate Cities
- Participation in the CGKMP support programme including the Commonwealth Games Observer Programme in Delhi in October 2010
- Participation in the Candidate Cities Seminar
- Evaluation of the Candidature by the CGF (excluding costs of travel and accommodation of the CGF Evaluation Commission which is the responsibility of the bidding city/CGA.)

Procedure

The Candidature Fee shall be payable to the CGF by direct bank transfer. The CGF's bank details will be communicated to the Candidate Cities in due course, by a separate circular e-mail after receipt of the signature pages for the Candidature Procedure.

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1.1.4 Candidate City Emblem

Creation of an Emblem

Consideration should be given to the creation of an emblem representing the candidature.

In the candidature phase, Candidate Cities may create an emblem which must incorporate the Commonwealth Games symbol (The Bar), in accordance with the provisions of the CGF Constitution and Regulations, and the Conditions governing the use of the Commonwealth Games symbol by Candidate Cities for a Commonwealth Games.

Such emblem should consist of a graphic element representing the candidature and the Commonwealth Games symbol. Such emblem shall also contain terminology which stipulates that the city is a "Candidate City" for the Commonwealth Games in 2018. The emblem must comply with the CGF Brand Standards Manual, a copy of which can be obtained from the CGF.

Conditions governing the use of the Commonwealth Games symbol by Candidate Cities are provided in Chapter 1.3 of the Candidate City Manual below.

Approval

The Candidate City emblem is subject to the written approval of the CGA of the country in which the Candidate City is located and must then be submitted to the Commonwealth Games Federation for approval.

The Candidate City emblem may not be made public prior to CGF approval.

Copyright

The Candidate/Host City, the CGA and the OC must ensure that Commonwealth Games-related graphic, visual, artistic and intellectual works or creations developed by or on behalf of them or the Bid Committee shall be vested in and remain in the full ownership of the CGF.

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CD ROM with Candidate City approved Emblems

Once the CGF's written approval has been obtained, Candidate Cities are requested to send two CD-ROMs to the CGF containing their emblem in the following formats:

- Complete emblem in vectorial format (graphic element + Candidate City 2018 + Commonwealth Games symbol)
- Logotypes: Adobe Illustrator, vectorial format, registered in EPS (Encapsulated Postscript)
- One four-colour version (cyan, magenta, yellow and black)
- One pantone colour version
- One JPG version 1024 x 768 minimum
- One BMP version 1024 x 768 minimum
- One TGA version 1024 x 768 minimum

1.1.5 Candidate City Support Programme

Commonwealth Games Observer Programme

Candidate Cities will be invited to take part in a tailor-made Commonwealth Games Observer Programme during the 2010 Commonwealth Games in Delhi, India.

The programme will consist of guided tours followed by debriefing sessions tailored to Candidate City needs and organised visits to competition venues where Delhi 2010 OC representatives will be available to answer questions.

The Candidate Cities observer group will benefit from the presence of a dedicated advisor throughout all the guided tours of the programme.

Further information about the Commonwealth Games Observer Programme will be sent to Candidate Cities in due course, along with registration details for all the visits included on the programme.

Candidate City Seminar

In addition to specific Games Observations, the CGF will conduct a Candidate City Seminar during the 2010 Commonwealth Games for all Candidate Cities.

Further details will be sent to Candidate Cities on receipt of their confirmation of bid.

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1.1.6 Submission of the Candidature File, Guarantees and Undertaking

Candidature File

The Candidature File consists of a compilation of a Candidate City's responses to the CGF Questionnaire to be found in Part 2 of this Manual.

The Candidature File, along with the guarantees, is one of the CGF's principal tools in evaluating a candidature and analysing its technical characteristics. The File must therefore accurately reflect the current situation of the city and present its plans in a realistic manner.

The Candidature File must be presented in accordance with the format and process described in Part 3 of this Manual, further details of which will be circulated on receipt of confirmation of bids and soon after 16 April 2010. It should be noted that the CGF intends to use a secure, template-based electronic bid submission format which all Candidate Cities must use to lodge their official bids.

In order to facilitate the CGF's assessment of replies and to allow for an objective analysis, it is important that the order of questions is respected and that precise and concise answers are given.

Guarantees

The CGF Questionnaire requires Candidate Cities to obtain many guarantees from third parties. The aim of these guarantees is to protect both the OC and the CGF after the Host City is elected and to provide the OC with the best possible framework for the organisation of the Commonwealth Games.

Legal obligation

Candidate Cities are reminded that all representations, statements and other commitments contained in the Candidature File are legally binding, as are all other commitments made by the Candidate City/CGA/Governments.

The Guarantees must be presented in accordance with the Model Guarantees File described in Part 3 of this Manual.

NFs/IFs

Collaboration with the International Federations and the Host Country's national sports federations is essential when preparing the Candidature File and Guarantees File.

Undertaking

Candidate Cities shall abide by the terms of the "Undertaking" (a copy of which can be found in Chapter 1.4). Each Candidate City will receive an original Undertaking from the CGF which must be duly signed by representatives of the City, Country and the CGA and returned to the CGF not later than 11 May 2011.

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Delivery of the File to the CGF

By the deadline of 11 May 2011, the electronic Candidature File, two sets of the Guarantees File (one original and one copy), and required paper copy maps and drawings (details of which are found in Part 3) must be delivered to the CGF administration (for CGF internal use, members of the CGF Evaluation Commission and Executive Board). In addition to the electronic files, Candidate Cities are required to produce a paper based Candidature File which contains exactly the same information as that in the City's electronic file for circulation to the CGAs and others as specified below.

The Guarantees Files, paper-version maps and drawings, and the paper Candidature File be sent by secure post or courier to the CGF. Additional copies of the paper Candidature Files shall be distributed after approval as outlined below.

Once submitted to the CGF, no changes or additions may be made to the Candidature File.

Authorisation and distribution

The Candidature File is studied by the CGF to ensure that all the required information has been provided.

The Candidature File may not be distributed or made public until it has been submitted to the CGF and the CGF's written authorisation has been obtained. The authorisation process will take no longer than 10 working days and further information in this respect will be communicated to Candidate Cities in due course.

At the end of this authorisation process, the CGF requires Candidate Cities to dispatch a paper copy of the Candidature File to the following persons or organisations:

- CGF Executive Board
- CGAs
- Honorary and Life CGF members
- Each International Sports Federation for each of the programme sports proposed within the Candidature File
- International Paralympic Committee (IPC)
- 20 copies to the CGF for administrative purposes.

The Candidature File contents to be distributed must be identical in all aspects to the Candidature File approved by the CGF and provided in electronic format.

The Candidature File sent to the above persons/organisations must not contain any additional material to that approved by the CGF. A copy of any covering letter accompanying the File must also be sent to the CGF for approval at the same time as the electronic Candidature files are lodged.

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The CGF will issue written authorisation for the Candidate City to release its electronic Candidature File to the public and to the media only via electronic/digital mediums such as web sites.

1.1.7 Visit of the CGF Evaluation Commission

Evaluation Commission

Pursuant to the CGF Constitution, the CGF Executive Board will appoint an Evaluation Commission to study the candidatures of all Candidate Cities.

Visit Coordination

After receiving the Candidature Files, the CGF coordinates the visits of the CGF Evaluation Commission to all Candidate Cities. The costs of such visits (travel and accommodation) shall be borne by the Candidate City.

The Commission inspects the sites proposed for the Commonwealth Games and holds meetings on all aspects and themes of the candidature with all the parties involved in the candidature.

Representations to the Evaluation Commission

All representations, statements and other commitments made during visits of the Evaluation Commission, either orally or in documentation presented to the Commission, are legally binding.

The Terms of Reference for the Evaluation Commission will be determined by the CGF Executive Board and notified to all Candidate Cities prior the commencement of the Evaluation process.

Visit Guidelines

The programme of the Evaluation Commission visits shall be drawn up in accordance with the visit guidelines issued by the CGF. The dates of the Evaluation Commission visits shall be determined by the CGF.

The visit guidelines will be provided to Candidate Cities in due course.

1.1.8 Report of the CGF Evaluation Commission

Evaluation Commission report

At the end of the visits to all Candidate Cities, the Evaluation Commission will issue a report to the CGF. This report is a summary of the findings of the Commission based on its technical evaluation and is designed to assist voting members to understand the strengths and weaknesses as well as the primary differences in the propositions of each city.

The CGF will make this report public no later than two months before the election of the Host City and simultaneously to the following persons and/or organisations by publication on its website www.thecgf.com:

- Candidate Cities and their CGAs
- CGF Executive Board
- CGAs
- Honorary and Life CGF members
- Each International Sports Federation for each of the programme sports proposed within the Candidature File
- International Paralympic Committee (IPC)
- Media.

1.1.9 Election of the Host City for the 2018 Commonwealth Games

Timing

The CGF will elect the Host City at its General Assembly in St. Kitts & Nevis on 11 November 2011.

Presentations

Each Candidate City will make a presentation to the CGF General Assembly at which the Host City will be elected. The order of presentations is determined by the CGF by the drawing of lots.

Each presentation will be followed by questions from the floor.

CGF Presentation Rules

The CGF Executive Board shall establish the presentation rules concerning the Candidate City presentations. The CGF will provide, at its cost, various audio-visual means for the presentation and will make available to the Candidate Cities in advance the list of equipment to be provided with the relevant technical norms and specifications.

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No other technical equipment/means may be used for the presentation. Prior to the Session, the CGF will arrange a technical meeting in the city in which the election will take place to discuss the technical aspects of the presentation with Candidate CGAs/Cities.

Delegation

Depending on the capacity of the room, the CGF may authorise that a number of observers, to be specified subsequently by the CGF, be allowed into the General Assembly room as spectators to follow the presentation of their own Candidate City.

Further details regarding the size of delegations, logistics, rehearsals and presentations will be communicated to Candidate Cities at a later stage.

Minutes

Minutes will be taken of the Candidate City presentations. All statements and representations including answers, declarations or other commitments made by the Candidate Cities on this occasion shall be binding upon the Host City and the CGA.

Vote

The CGF members vote in secret ballot. The ballot will have as many rounds as necessary in order for one city to gain an absolute majority of votes. After each round of voting, the city with the least number of votes is eliminated.

Announcement

The final result is announced by the CGF President.

Host City Contract

The CGF, representatives of the elected city/country and the CGA concerned shall immediately sign the Host City Contract. The CGF will supply Candidate Cities with a copy of the Host City Contract in July 2010 and the cities will provide an undertaking that they will sign the Host City Contract.

1.2 Rules of conduct applicable to all cities wishing to organise the Commonwealth Games

Introduction

Candidate Cities must abide, in all aspects, by all provisions of the “Rules of conduct applicable to all cities wishing to organise the Commonwealth Games”.

Candidate Cities must also abide, in all aspects, by the spirit and intent of the CGF's Code of Conduct.

The general administration of the Candidate Procedure will be the responsibility of the CGF Chief Executive Officer (CEO). In addition, the CGF President will establish an independent Candidate Procedure Review Committee consisting of not less than 3 people who have no interest or involvement in any aspect of the Candidate Procedure and who will be nominated by the Court of Arbitration for Sport. This Committee will advise the CGF President and CEO on any procedural matters and will receive and consider any complaints or objections raised by any party in relation to the Candidate Procedure or any Candidate Cities conduct. The Committee will make a report and recommendation to the CGF Executive Board relating to any of its deliberations for the CGF Executive Board's determination.

Rules of conduct applicable to all cities wishing to organise the Commonwealth Games

Article 1 SCOPE OF APPLICATION

These rules of conduct apply to cities wishing to organise the Commonwealth Games and to their Commonwealth Games Associations (CGAs), as well as any person or organisation acting on their behalf.

In the absence of any provision to the contrary, these rules are applicable until the end of the candidature procedure, without prejudice to subsequent operations linked to the end of such procedure.

Article 2 PRINCIPLES

The cities have the right to promote their candidature subject to these Rules of Conduct.

The promotion of a candidature must take place with dignity and moderation. The conduct of the cities must conform strictly to the provisions of the CGF Constitution and Regulations and the CGF Code of Conduct. It must also respect the procedure for evaluating the candidature established by the CGF.

The CGA of a country with one or more cities wishing to organise the Commonwealth Games will supervise the activities and conduct of the city/cities and will be held jointly responsible.

Article 3 **LOGO**

In accordance with the provisions of the CGF Constitution and Regulations, Candidate Cities must adopt a logo, to be submitted to the CGF for approval, featuring the Commonwealth Games symbol, subject to the provisions mentioned in Chapter 1.3 below.

Article 4 **INTERNET**

The cities may create their own Internet site for informative purposes only.

While taking into account the previous paragraph, the site may list sponsors of the candidature.

The CGF has the right to require modifications to any content.

Article 5 **PROMOTION AND GIFTS**

The cities are authorised to promote their candidature. The cities must ensure that any person or organisation acting on their behalf respects these rules.

The following activities are allowable within the context of the Bid Process. A Candidate City may:

- Fund one (only) trip for one representative of each CGA to the bid city including:
 - The provision of reasonable accommodation for a stay of not more than four days
 - The staging of appropriate and reasonable activities for hosting CGAs consistent with the purposes of a bid evaluation
 - The provision of reasonable hospitality valued at not greater than £100.00 per person/day for the duration of the stay
 - The provision of one gift or memento per CGA valued at not greater than £50.00
- One trip (only) to each country in the Commonwealth to meet with each CGA

A sense of moderation should particularly prevail concerning hospitality and accommodation.

Candidate Cities shall not make any special visits or approaches to members of CGAs by themselves or through diplomatic channels after their bid is lodged with the Federation. Candidate Cities may, however, organise a reception on the occasion of a General Assembly and may provide a hospitality room and any exhibition or display by means of models, photographs, films, etc. showing arrangements in the Candidate City.

Moderation should prevail, concerning all hospitality and entertainment offered by Candidate Cities to CGAs and their delegates, at all times.

Article 6 **VISITS BY THE CGF EVALUATION COMMISSION, IFs AND THE MEDIA**

The CGF Evaluation Commission will pay a working visit to each Candidate City. The Evaluation Commission will determine the period and the programme of the visit. The details of this will be provided to the Candidate Cities in due time.

The Candidate Cities may organise working visits by International Sports Federations if these visits are necessary for the preparation of the candidature. The Candidate Cities will inform the CGF in advance of the programme of these visits. They will respect, in particular, the provisions of article 5.

The Candidate Cities may organise visits for information purposes for representatives of the media, at the latter's cost, while strictly respecting the provisions of article 5.

Article 7 **ASSISTANCE TO CGAs**

The CGAs of cities wishing to organise the Commonwealth Games will provide the CGF Executive Board with the list of existing CGA aid programmes and will submit any new programmes proposed during the bid process to the CGF for its approval.

Candidate Cities may offer, as part of their bid, travel support to CGAs for their delegation's participation in the Games in addition to the minimum requirements established by the CGF.

Article 8 **PROMISES AND COMMITMENTS**

A city must ensure that, in its Candidature File and at its presentation to the General Assembly, it gives only such undertakings as it is certain it will be able to fulfil. If an undertaking appears disproportionate, explanations can be requested from the city concerned and, where appropriate, observations made public.

Article 9 **ELECTION OF THE HOST CITY**

The CGF Executive Board supervises the Host City election procedure.

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Article 10 **RELATIONS BETWEEN CANDIDATE CITIES**

Each city must, in all circumstances and at all times, respect the other cities, as well as CGF members and the CGF itself.

The cities must refrain from making any comment, spoken or written, or portrayal of any nature, likely to tarnish the image of a rival city, the Commonwealth Games or the CGF or be prejudicial to any of them.

In a spirit of fair play, any comparison with other cities is strictly forbidden.

No agreement, coalition nor collusion between cities aimed at influencing the result is permitted.

Article 11 **SANCTIONS**

Any violation of the present Rules of Conduct may be brought to the attention of the CGF Executive Board, which will proceed with an inquiry. Such referral must be confirmed in writing. The CGF Executive Board will keep this confidential.

The CGF President will constitute a Committee consisting of not less than three (3) people who have no interest or involvement in any aspect of the Candidature process to hear all matters relating to the Candidate City process and who will be nominated by the Court of Arbitration for Sport.

Where proof of a breach of the present rules is established, the CGF Executive Board may make observations or issue warnings to the city, which will be made public. In the event of a very serious or repeated violation, the CGF Executive Board may also determine the disqualification of the candidature.

If violations are proved to be attributable to the CGA concerned, the CGF Executive Board may propose to the General Assembly to prohibit the CGA from submitting any future candidatures or such other sanctions determined by the General Assembly.

1.3 Conditions Governing the Use of the Commonwealth Games Symbol by Candidate Cities for a Commonwealth Games

1. Subject to the prior written approval of the Commonwealth Games Federation ("CGF") and the Commonwealth Games Association ("CGA") of the country in which the Candidate City is located, Candidate Cities may be granted the right to use the Commonwealth Games symbol (The Bar) in conjunction with another graphic device or logo to create a single emblem for use in promotional (but not commercially exploited) material such as letterheads, posters, brochures, video presentations and such other items as may be approved by the CGF and the CGA. Such emblem shall contain terminology which stipulates that the city is a "Candidate City" for the Commonwealth Games.
2. Candidate Cities may not authorise third parties to use their emblem or their graphic device outside their respective countries.
3. Candidate Cities may not commercialise the Commonwealth Games symbol in any form. They may, however, commercialise their graphic device or logo used without the Commonwealth Games symbol, but only within the country in which the Candidate City is located and subject to the prior approval of the CGF. Notwithstanding the foregoing, Candidate Cities may not commercialise their graphic device with respect to product or service categories forming the subject matter of the international CGF marketing programme during the period of candidacy, unless the prior approval of the CGF Executive Board is obtained.
4. Candidate Cities may not make use of any graphic device which is or contains a design that is confusingly similar to, or is a distorted version of, the Commonwealth Games symbol.
5. Subject to the prior approval of the CGA, a Candidate City may grant to its supporters the right to use a standard designation such as "supporter of (city) (year of the Games)" which does not include the words "sponsor" or "Commonwealth ". Such designation may be used in conjunction with the graphic device or logo, but not with the Commonwealth Games symbol or with any design that is confusingly similar to, or is a distorted version of, the Commonwealth Games symbol. Contracts with supporters of a Candidate City must expressly state that:
 - (a) all rights to the use of the Candidate City's graphic device or logo or any Candidate City-related designation terminate on the date of the decision to award the Commonwealth Games for which the city is a candidate, and

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- (b) the supporter shall have no automatic or binding residual rights, options or other arrangements of any nature, express or implied, with respect to the Commonwealth Games if the Candidate City is successful.
6. The Candidate City must supply the CGF, upon request, with copies of all contracts and/or proposed contracts with supporters.
7. The Candidate City must also provide the CGF with copies of all material, promotional and commercial, for archival purposes.
8. The starting date for any commercial activity must be agreed in advance, and in writing, by the CGF and the CGA. If the Candidate City is awarded the Commonwealth Games, the provisions of the Host City Contract between such city, the CGA and the CGF, together with the provisions of the CGF Constitution and regulations, shall apply thereafter.
9. Candidate Cities may not make any use of the Commonwealth Games symbol except as expressly provided for above.

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1.4 Undertaking

Overview

Candidate Cities are required to abide by the terms of the Candidate City Undertaking ("Undertaking").

Each Candidate City will receive an original Undertaking from the CGF which must be duly signed by representatives of the city and the CGA and returned to the CGF not later than 28 May 2011.

Details of the Undertaking are provided below.

Undertaking

BY

..... ("CITY")
(legal name of city)

AND

..... ("COUNTRY")
(legal name of country)

AND

..... ("CGA")
(legal name of Commonwealth
Games Association)

1. The city, country and the CGA recognise and declare that they are aware of the contract which shall be executed with the Commonwealth Games Federation ("CGF") if the city is elected for the organisation of the 2018 Commonwealth Games (such contract being referred to herein as the "Host City Contract" and such Games as the "Games") and are prepared to sign the Host City Contract without reserve or amendment.
2. In consequence thereof, the city, country and the CGA declare that, during the period of the candidature of the city, they will refrain from becoming a party to or approving or consenting to any act, contract, commitment or any other action contrary to or which might affect any of the obligations stipulated in the Host City Contract.

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3. Should the city, country or the CGA have already entered into or approved or consented to a commitment which would be in conflict with, jeopardise, prevent or make impossible the fulfilment of any provision of the Host City Contract, the city and the CGA shall bring to the attention of the CGF Executive Board all such commitments. The city and the CGA declare that all such commitments shall be neither enforced nor enforceable vis-à-vis the CGF and that such commitments shall be deemed, as regards the CGF and any party with which the CGF may enter into an agreement with respect to the Games, to be null and void, unless approved in writing by the CGF Executive Board. Furthermore, the city and/or the CGA shall take all steps necessary to terminate or cause to be terminated all such commitments which would be contrary to the obligations stipulated in the Host City Contract.
4. The city, country and the CGA undertake to abide by the CGF Constitution and Regulations and any directions of the CGF Executive Board regarding the use of the Commonwealth marks.
5. The city, country and the CGA have ensured, or shall ensure, that the Commonwealth Games symbol and the terms “Commonwealth Games” and other Commonwealth Games designations as determined by the CGF Executive Board and communicated to city, country and the CGA are protected in the name of the CGF and/or have obtained, or shall obtain from their competent national authorities, adequate and continuing legal protection to the satisfaction of the CGF and in the name of the CGF. The city, country and the CGA have brought this provision to the attention of their competent national authorities and confirm that their government and their competent national authorities have agreed with its contents. The CGA confirms that should such protection exist in the name of or for the benefit of the CGA, the CGA shall exercise any such rights in accordance with the instructions received by the CGF Executive Board.
6. The city and the CGA declare that any dispute arising during the period of the candidature of the city, in connection with this Undertaking, shall be definitively settled by the Court of Arbitration for Sport in Lausanne, pursuant to the Code of Sports-related Arbitration. English law shall be applicable to this Undertaking.
7. This Undertaking shall remain in full force and effect until 31 December 2020.

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..... ("CITY")
..... (legal name of city)

Per: Title: Date:

Per: Title: Date:

..... ("COUNTRY")
..... (legal name of
..... country)

Per: Title: Date:

Per: Title: Date:

..... ("CGA")
..... (legal name of Commonwealth
..... Games Association)

Per: Title: Date:

Per: Title: Date:

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1.5 Acceptance of the Candidature Procedure

The Candidate Cities shall abide, in all aspects, by all provisions of the CGF Constitution and Regulations and the Candidature Procedure which includes the CGF Code of Conduct, the Rules of Conduct applicable to all cities wishing to organise the Commonwealth Games, and all other rules, instructions and conditions which may be established by the CGF Executive Board.

The present Candidature Procedure comes into effect on 11 December 2009 and shall remain in force until further notice.

The city of hereby certifies to have received a copy of the document entitled "Candidature Procedure" and declares to have duly noted its contents.

.....

The Government of hereby certifies to have received a copy of the document entitled "Candidature Procedure" and declares to have duly noted its contents.

.....

The CGA of hereby certifies to have received a copy of the document entitled "Candidature Procedure" and declares to have duly noted its contents.

.....

Date

PART 2 — CGF Questionnaire

Overview

Candidature File

Candidate Cities are required to present their city's blueprint for organising the Commonwealth Games in the form of the Candidature File.

The structure of such Candidature File shall follow the structure of the questionnaire contained in this section. The Candidature File provides the basis for a technical analysis of a city's project. The facts should therefore be presented in as clear and concise manner as possible.

Guarantees

The CGF questionnaire also requires Candidate Cities to obtain many guarantees from third parties.

Certain guarantees require Candidate Cities to use a standard text provided in Part 3 of this document.

Additional documents

Candidate Cities are also required to provide certain additional documents to the CGF, in various formats specified throughout the questionnaire.

Instructions

Precise instructions on how to create both the Candidature File and the Guarantees File, from a presentation and content point of view, can be found in Part 3 of this document. The aim of these instructions is two-fold:

- To save the Bid Committee unnecessary work, effort and expense
- To ensure that the information provided to the CGF can be easily and objectively analysed and compared.

Candidate Cities must follow the instructions given in Part 3 and those further instructions which will be issued after 9 July 2010 in relation to the lodgement of the official electronic bid document.

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Legally Binding Obligations

It is important to remember that all representations, statements and other commitments contained in the Candidature File are binding in the event that the city in question is elected to host the Commonwealth Games.

Reference documents

Candidate Cities and anyone connected with the preparation of a Candidature File should refer to the CGF Constitution and Regulations, the Host City Contract including the Commonwealth Games Manuals, and the Commonwealth Games Knowledge Management Programme for further information concerning all themes of the CGF Questionnaire.

The questionnaire is divided into the following themes:

Questionnaire Themes	
Theme	
Theme 1	– Games Vision and Concept
Theme 2	– Political and Economic Climate and Structure
Theme 3	– Legal Aspects
Theme 4	– Customs and Immigration Formalities
Theme 5	– Environment, Legacy/Sustainability, and Meteorology
Theme 6	– Finance
Theme 7	– Marketing and Communications
Theme 8	– Sport and Venues
Theme 9	– Commonwealth Games Village
Theme 10	– Medical and Health Services
Theme 11	– Security
Theme 12	– Accommodation
Theme 13	– Transport
Theme 14	– Technology
Theme 15	– Media Operations

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Theme 1 - Games Vision and Concept

Aim of the theme

Theme 1 seeks to establish a Candidate City's vision and concept for the Commonwealth Games and how this vision fits into the city's long-term planning and details of the concept.

Guarantees Summary

Candidate Cities are not required to obtain any guarantees for Theme 1.

VISION

Q 1.1	What is your principle motivation for hosting the Commonwealth Games?
Q 1.2	Describe your vision of the Commonwealth Games in your city/region and how you will ensure this vision will be integrated in all elements of the Games, including sport, the Queen's Baton Relay, ceremonies, cultural programme, education and city activities.
Q 1.3	Explain how your vision fits into your city/region's long-term planning strategy

CONCEPT

Q 1.4	<p>Confirm your proposed dates to host the Commonwealth Games and specify your reasons. If you propose a programme which exceeds ten (10) days, provide rationale.</p> <p>Note the detailed programme should be provided in Theme 8.</p>
Q 1.5	<p>Provide Map A (no larger than A3 – folded or double page – and giving the graphic scale used): a map of your city/region on which your project is superimposed, thus giving a complete visual overview of your project.</p> <p>Map A should include the following major infrastructure:</p> <ul style="list-style-type: none">• Competition venues• Commonwealth Games Village• Media accommodation (hotels, villages)• Main Press Centre (MPC)• International Broadcast Centre (IBC)• Main hotel area• Live sites• Main transport infrastructure (airport, motorways, train lines etc.)

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Q 1.6	Describe your motivation behind the choice of location of key infrastructure (competition and non-competition venues).
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QUEEN'S BATON RELAY

Q 1.7	Briefly describe your plans for the Queen's Baton Relay.
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CEREMONIES

Q 1.8	Briefly describe your strategy and plans for the Opening and Closing Ceremonies of the Commonwealth Games. How will you optimise Broadcast appeal?
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Q 1.9	<p>Describe the intended venue(s) for the Opening and Closing Ceremonies of the Commonwealth Games (location, seating capacity etc.) and indicate whether the venue(s) already exists or has yet to be built.</p> <p>If the ceremonies are not taking place in your main athletics stadium, please include the location of the venue(s) on Maps A and B.</p>
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CULTURAL PROGRAMME

Q 1.10	Briefly describe your concept for cultural events to take place prior to and during the Commonwealth Games.
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YOUTH OUTREACH

Q 1.11	Briefly describe the initiatives you will undertake (including educational programmes) during the years prior to and during the Commonwealth Games to promote the Commonwealth Games and sport amongst the youth.
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CITY ACTIVITIES

Q 1.12	<p>Briefly describe your concept for city activities, including live sites, during the Commonwealth Games.</p> <p>Also explain how the various stakeholders involved in organising these activities will interface.</p>
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Theme 2 - Political and Economic Climate and Structure

Aim of the theme

In order to be certain that, whatever changes take place within the leadership of the country, region and city, the Commonwealth Games will be able to go ahead as described in the Candidature File. Theme 2 seeks to provide a clear understanding of the political and economic climate, structure and stability of your country, region and city.

Theme 2 also seeks to evaluate the jurisdiction, responsibilities and prerogatives of the national, regional and local authorities in the planning, organising and running of the Commonwealth Games.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 2:

Q 2.2	Guarantees - financial or other – obtained from national, regional and local authorities and bodies involved in your project of hosting the Commonwealth Games.
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POLITICAL STRUCTURE

Q 2.1	<p>Describe the political structure in your country: list the cities, communities, regions, provinces, institutions and/or public authorities at national, regional and local level, their respective competence and their exact role in relation to the preparation and staging of the Commonwealth Games.</p> <p>Explain the possible interaction between the various entities concerned, as well as their respective degree of autonomy, if any.</p> <p>Describe the exact role that the public authorities will be expected to play in the preparation and hosting of the Commonwealth Games, and provide a description of procedures that will be in place to ensure coordination between various government levels and bodies, during and after the candidature.</p>
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Q 2.2	<p>Describe the specific support provided to your project of hosting the Commonwealth Games by all entities concerned (all bodies listed in Q 2.1 above).</p> <p>Indicate to what extent such support constitutes binding obligations for the authorities involved.</p> <p>Provide any guarantees obtained from your national, regional and local authorities as well as the bodies listed in Q 2.1 above regarding their support and commitments (financial or other) towards your project of hosting the Commonwealth Games.</p>
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Q 2.3	<p>Provide a list of the political parties in your country indicating their position regarding the possible staging of the Commonwealth Games in your country.</p> <p>Also note any political or other public figure likely to play an important role either in favour or against your project.</p> <p>List other possible political or social movements, the activities of which might be in support of or opposition to your project.</p>
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Q 2.4	<p>List all elections planned in your country at all levels until the year following the Commonwealth Games and indicate whether the outcome of such elections could have any impact (and if so what kind) on the preparation or staging of the Commonwealth Games.</p>
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Q 2.5	<p>Give the full list of all public authorities and other official public or private bodies represented in your candidature committee.</p>
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ECONOMIC CLIMATE

Q 2.6	<p>Provide economic data for the last ten years regarding your country, region and city, including a list of the major economic resources, indicating, by means of a chart, the percentages that such resources represent of the Gross Domestic Product (GDP).</p>
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Q 2.7	<p>List the Per Capita Income (in GBP) for the last ten years.</p>
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Q 2.8	<p>Indicate the average inflation rate and average rate of local currency to the GBP for the last ten years.</p> <p>What are the current forecasts with regard to these parameters between now and the year of the Games? Indicate your sources for such information and details of the estimation approach.</p>
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BINDING OBLIGATIONS

Q 2.9	<p>Identify all potential obstacles arising from national or international obligations binding your country (e.g. national law, international treaties or European Union rules and requirements) that may conflict with the obligations of the city, the CGA and the OC pursuant to the Host City Contract and the CGF Constitution and Regulations, including obligations of a commercial, financial, fiscal or legal nature.</p>
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PROJECT SUPPORT

Q 2.10	<p>Provide any evidence of the support of the national, regional and local population towards your project of hosting the Commonwealth Games, including possible other localities involved in your project.</p> <ul style="list-style-type: none">• Opinion polls<ul style="list-style-type: none">○ Provide details of any polls carried out including: dates, questions asked, sample size, area covered. Note that any opinion polls provided should be conducted by internationally-recognised research organisations.• Referendum (if applicable)• Awareness campaigns• Other
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Theme 3 - Legal Aspects

Aim of the theme

Theme 3 seeks to establish whether a Candidate City and its national, regional and local authorities understand and act in conformity with the rules relating to the Commonwealth Games Federation, including the CGF Constitution and Regulations and Host City Contract.

Theme 3 also addresses the issues of prior agreements and Commonwealth Games mark protection.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 3:

Q 3.1	Covenant from all authorities (national, regional and local) concerned by your project of hosting the Commonwealth Games.
Q 3.2	Guarantee that no other event will take place during the Commonwealth Games or one week immediately before or after.
Q 3.4	Documentation indicating that appropriate measures have been taken to protect the word mark "[City] 2018" within the local territory and to register relevant domain names.
Q 3.5	Declaration from the government of your country stipulating that all necessary legal and legislative measures will be taken to facilitate the protection of Commonwealth Games marks.
Q 3.7	Declaration from your city authorities confirming that the Bid Committee is empowered to represent the Candidate City and indicating the names of the persons and/or their titles who have the authority to sign contracts and other documents on behalf of the city.

FULFILMENT OF OBLIGATIONS

<p>Q 3.1</p>	<p>Provide a covenant from all authorities (including the government of your country and all local and regional authorities) concerned by your project of hosting the Commonwealth Games guaranteeing the following:</p> <ul style="list-style-type: none"> • Respect of the provisions of the CGF Constitution and Regulations and Host City Contract • Understanding that all commitments made are binding • Fulfilment of obligations <p>Standard text is provided for this guarantee in the Model Guarantees File.</p>
<p>Q 3.2</p>	<p>Provide a declaration from the relevant authorities confirming that no other important national or international meeting or event will be taking place in the Host City itself, in the vicinity or in the other competition sites during the Commonwealth Games, or for one week immediately before or after the Games.</p>
<p>Q 3.3</p>	<p>Do you envisage the implementation of any new laws to facilitate the organisation of the Commonwealth Games? Explain.</p>

WORD MARK AND DOMAIN NAME PROTECTION

<p>Q 3.4</p>	<p>Provide documentation indicating that appropriate measures have been taken to:</p> <ul style="list-style-type: none"> • protect “[City] 2018” in the local territory • register domain names that are of value to your candidature
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COMMONWEALTH GAMES MARK PROTECTION

<p>Q 3.5</p>	<p>Describe the legal measures in force in your country to protect the Commonwealth Games symbol (The Bar), emblems, logos, marks and other Commonwealth-related marks and designations.</p> <p>What commitments do you already have in place from the government of your country to such effect?</p> <p>Provide a declaration from the government of your country stipulating that all necessary legal and legislative measures have been taken, or will be taken, to protect the above-mentioned Commonwealth-related marks and designations in the name of the CGF.</p>
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PRIOR AGREEMENTS

Q 3.6	<p>Has the Candidate City, Bid Committee or the CGA entered into any agreement(s) which would be in effect after the date of election of the Host City for the Commonwealth Games and which have not been previously approved or agreed to by the CGF? For example, has your CGA granted any options or rights of renewal to its sponsors that would result in agreements being in effect after the date of election of the Host City? If so, please describe them.</p> <p>Please confirm that these agreements (if any) would not jeopardise, prevent or make impossible the fulfilment of any provision of the Host City Contract.</p>
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BID COMMITTEE

Q 3.7	<p>Name and describe the legal entity of the Bid Committee.</p> <p>Provide a declaration from your city authorities confirming that the Bid Committee is empowered to represent the Candidate City and indicate the names of the persons and/or their titles who have the authority to sign contracts and other documents (such as the Undertaking and the Host City Contract), on behalf of the city.</p>
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ORGANISING COMMITTEE

Q 3.8	<p>Name and describe the legal entity (OC) that would be responsible for the organisation of the Commonwealth Games, should your city be elected as the Host City.</p>
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Theme 4 - Customs and Immigration Formalities

Aim of the theme

Theme 4 seeks to establish a country’s customs and immigration formalities as they will relate to the staging of the Commonwealth Games for:

- Accredited persons
- Non-accredited persons
- Work permits
- Goods and services
- Products and equipment

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 4:

Q 4.3	Guarantee of entry into your country with the Commonwealth Games identity and accreditation card.
Q 4.4	Guarantee authorising temporary entry for Games-related personnel to work and domicile in your country prior to the Commonwealth Games.
Q 4.7	Guarantee authorising the import, use and export of goods required for the Commonwealth Games, free of all customs duties.

ENTRY OF PERSONNEL

Q 4.1	Describe the regulations in force in your country regarding immigration and entry visas.
Q 4.2	Give precise details of the health and vaccination recommendations or regulations for persons entering your country.
Q 4.3	Provide a guarantee from the relevant authorities that, notwithstanding any regulations in your country to the contrary that would otherwise be applicable, accredited persons in possession of a valid passport and a Commonwealth Games identity and accreditation card will be able to enter the country and carry out their Commonwealth Games function for the duration of the Commonwealth Games and for a period not exceeding one month before and one month after the Commonwealth Games.
Q 4.4	Provide a guarantee stating that the temporary entry of certain personnel into your country for the organisation of the Commonwealth Games will be authorised and that such persons will obtain appropriate work permits, without any duties or taxes being payable in an expedited and simplified manner.

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Q 4.5	Describe the process and average length of time required to apply for and issue work permits for temporary entry of personnel to work and domicile in the country.
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ENTRY OF SPECIAL PRODUCTS AND EQUIPMENT

Q 4.6	Specify, if applicable, any regulations concerning the import of special products and equipment required by members of the Commonwealth Family to carry out their duties at the Commonwealth Games: for example, firearms and ammunition (for sports competitions or security services), photographic and audio-visual equipment, medical equipment and products, computer equipment, foodstuffs, etc.
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Q 4.7	Provide a guarantee from the relevant authorities concerning the import, use and export of goods required by the CGF, the IFs, the CGAs and their delegations, the media, the sponsors and suppliers, free of all customs duties, in order for them to carry out their obligations regarding the celebration of the Commonwealth Games.
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RESTRICTIONS

Q 4.8	Specify, if applicable, any restrictions or regulations concerning the use of media material produced on the national territory intended principally for broadcast outside the territory.
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Q 4.9	Is there any law prohibiting or limiting by name or number the importation of foreign newspapers, periodicals or other publications?
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Theme 5 – Environment, Legacy/Sustainability and Meteorology

Aim of the theme

Theme 5 seeks to establish the general environmental and meteorological features of a Candidate City and its surroundings. The CGF also seeks to understand a Candidate City’s environmental approach as it relates to geographical features, public authorities, environmental management systems, venue construction and development projects.

This theme also seeks to understand what legacy is planned for the host city and region after the Commonwealth Games.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 5:

Q 5.7	<p>Guarantee(s) stating that all construction work necessary for the organisation of the Commonwealth Games will comply with:</p> <ul style="list-style-type: none"> • Local, regional and national regulations and acts • International agreements and protocols regarding planning, construction and protection of the environment
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ENVIRONMENT

Q 5.1	<p>Portray the following on a map no larger than A3 (folded or double page) and indicating the graphic scale used:</p> <ul style="list-style-type: none"> • General geographical features of the city and its surroundings • Protected/environmentally sensitive areas • Cultural heritage monuments • Potential natural risks
Q 5.2	<p>Provide detailed information on the ambient air quality in the Candidate City (according to WHO standards/guidelines), including an assessment of the analyses performed over the last five years for the period during which you intend to hold the Commonwealth Games, and the testing methods used.</p>
Q 5.3	<p>Provide detailed information on the quality of drinking water in the Candidate City (according to the World Health Organisation’s standards/guidelines), including an assessment of the analyses performed over the last five years, the testing methods used and the system of supply.</p>

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<p>Q 5.4</p>	<p>Describe your stakeholder engagement plan and how your envisage establishing appropriate relations with:</p> <ul style="list-style-type: none"> • environmental public authorities; describe their environment and natural resource management plans and their proposed cooperation, responsibilities and working methods vis-à-vis the OC • non-government environment organisations • the private sector
<p>Q 5.5</p>	<p>Describe the OC's planned environmental protection objectives, targets and priorities.</p> <p>Describe the measures envisaged to prevent and reduce adverse environmental effects, before, during and after the Commonwealth Games. The information provided should cover:</p> <ul style="list-style-type: none"> • Sustainable venue design and construction • Transport • Air and noise pollution • Solid waste management • Water management and sewage treatment • Soil • Energy supply and conservation, renewable energy use and management • Protection and enhancement of significant features of the natural environment and cultural heritage • Environmental awareness raising
<p>Q 5.6</p>	<p>Carry out initial environmental impact assessments for all competition venues, Commonwealth Games Village, IBC and MPC.</p> <p>Summarise the studies, indicating the feasibility of the project in terms of environmental sustainability, and the measures planned to alleviate any negative impact.</p> <p>The initial environmental impact assessments and other relevant studies must be presented to the CGF Evaluation Commission during its visit.</p>
<p>Q 5.7</p>	<p>Provide (a) guarantee(s) from the competent authorities stating that all construction work necessary for the organisation of the Commonwealth Games will comply with:</p> <ul style="list-style-type: none"> • Local, regional and national environmental regulations and acts • International agreements and protocols regarding planning, construction and protection of the environment

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Q 5.8	Provide details of the environmental management tools and/or compliance standards that will be used to achieve the environmental objectives and targets.
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Q 5.9	Describe your plans to minimise impacts, optimise and source energy needs and to provide energy-efficient solutions for venue construction and operations.
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Q 5.10	How will the OC integrate its environmental approach into contracts with suppliers and sponsors, for example, with respect to procurement of recyclable or compostable goods, in recyclable or compostable packaging?
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LEGACY/SUSTAINABILITY

Q 5.11	Explain how your vision of the Commonwealth Games fits into your city/region's long-term planning strategy.
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Q 5.12	What will be the benefits of bidding for your city / region, irrespective of the outcome of the bid?
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Q 5.13	<p>Provide details of your key legacy initiatives and how these are linked with your city / region's long-term planning strategy and objectives.</p> <p>Explain how these key initiatives will be financed, monitored and measured prior to, during and post-Games.</p>
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METEOROLOGY

The information requested in the following questions must be given:

- for your proposed Games dates (as stated in Q 1.4)
- for the area in which the Commonwealth Games would be held
- for the last ten years.

Further information must be provided for any proposed competition venues situated more than 50km from the Candidate City or for any proposed competition venues where conditions are significantly different from the rest of the Candidate City.

Q 5.14	<p>Complete table 5.14 indicating:</p> <ul style="list-style-type: none"> • Temperature in °C (maximum, average, minimum) at 9 a.m. / 12 noon / 3 p.m. / 6 p.m. / 9 p.m. • Humidity in % (maximum, average, minimum) at 9 a.m. / 12 noon / 3 p.m. / 6 p.m. / 9 p.m.
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Q 5.15	<p>Complete table 5.15 indicating:</p> <ul style="list-style-type: none">• Number of precipitation days* per year• Number of precipitation days* for your proposed Games dates• Average volume of precipitation (in l/m²) per year• Average volume of precipitation (in l/m²) for your proposed Commonwealth Games dates <p>If any data obtained for a particular year during the period of the Games is significantly different from the above, give a brief explanation.</p> <p>(*Precipitation days = more than 0.1ml precipitation in 24 hours)</p>
Q 5.16	<p>For all outdoor competition venues, complete table 5.16 indicating:</p> <ul style="list-style-type: none">• Average wind direction• Average wind strength (km/h)
Q 5.17	<p>Give the altitude of your city in metres. Specify any significant differences in altitude between the city and the competition venues.</p>

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Table 5.14 Temperature and humidity

Year	Temperature in °C			Humidity in %		
	Maximum	Average	Minimum	Maximum	Average	Minimum
Candidate City						
9 a.m.						
12 noon						
3 p.m.						
6 p.m.						
9 p.m.						
Competition venues where conditions are significantly different from the rest of the Candidate City (insert name of venue)						
9 a.m.						
12 noon						
3 p.m.						
6 p.m.						
9 p.m.						
Competition venues situated more than 50km from the Candidate City (insert name of venue)						
9 a.m.						
12 noon						
3 p.m.						
6 p.m.						
9 p.m.						

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Table 5.15 Precipitation

Year	Number of precipitation days		Average volume of precipitation (in l/m ²)	
Location	Per year	For your proposed Games dates	Per year	For your proposed Games dates
Candidate City				
Competition venues where conditions are significantly different to the rest of the Candidate City (insert name of venue)				
Competition venues situated more than 50km from the Candidate City (insert name of venue)				

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Table 5.16 Wind direction and strength

The information requested must be given for all outdoor competition venues.

Year	Wind data	
	Average wind direction	Average wind strength (km/h)
Venue A		
9 a.m.		
12 noon		
3 p.m.		
6 p.m.		
9 p.m.		
Venue B		
9 a.m.		
12 noon		
3 p.m.		
6 p.m.		
9 p.m.		
Venue C		
9 a.m.		
12 noon		
3 p.m.		
6 p.m.		
9 p.m.		

Theme 6 - Finance

Aim of the theme

Theme 6 seeks to establish:

- The reasonableness of the financial plan/budget developed to support the operations of the Commonwealth Games as described in the themes of this manual.
- The relevance of the financial guarantees provided to:
 - ensure the financing of all major capital infrastructure investments required to deliver the Commonwealth Games
 - cover a potential economic shortfall of the OC

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 6:

Q 6.1	Shortfall guarantee.
Q 6.2	Any other additional financial guarantees obtained.
Q 6.3	Guarantee concerning general price control before and during the Commonwealth Games, with particular reference to hotel rates and related services.
Q 6.8	Guarantee concerning new taxes and their impacts on the Games.
Q 6.15	Guarantee that the OC will cover the travel costs, in economy class, of CGA delegations participating in the Commonwealth Games not less than the aggregate of the average team size for each CGA based on participation in the previous two Commonwealth Games.

FINANCIAL GUARANTEES

Q 6.1	Provide a financial guarantee from the competent authorities covering a potential economic shortfall of the OC.
Q 6.2	Please note that financial guarantees are requested in many other themes of this questionnaire including security, medical services, customs and immigration, Commonwealth Games Village, transport, sport and venues, etc. and should be referenced under their corresponding theme and question number as per the instructions pertaining to the Guarantees File. Provide any other additional financial guarantee you may have obtained.
Q 6.3	Provide a statement from the competent authorities concerning general price control before and during the Commonwealth Games, with particular reference to hotel rates and related services for anyone attending the Games, including non-accredited spectators.

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TAXES

Q 6.4	Describe the various types of taxes which are currently levied in your country and which may have an impact should the Commonwealth Games be hosted in your country.
Q 6.5	Which legal form do you expect your Organising Committee to take and what tax status do you expect the Committee to be subject to?
Q 6.6	<p>What impact will the tax status of the Organising Committee (whether fully taxable or tax exempt) have on the operations of the Committee nationally and internationally in the various fields of taxation including but not restricted to:</p> <ul style="list-style-type: none">• Capital taxes• Income taxes• Value added taxes• Sales taxes• Withholding taxes (in particular with companies from foreign countries) <p>In providing your answers, it is important that you obtain clarification on how your tax authorities qualify tangible and intangible rights and in particular television broadcasting and marketing rights.</p> <p>In particular, would any taxes be levied in relation to the sums of money paid to the OC or the CGF by third parties who have bought television rights or marketing rights relating to the 2018 Commonwealth Games?</p> <p>Please respond to this question in two parts:</p> <ul style="list-style-type: none">• Third parties resident in your country• Third parties resident abroad
Q 6.7	Would any taxes be levied in relation to sums of money paid by the OC to the CGF (e.g. royalties)?
Q 6.8	Provide an undertaking from relevant authorities that any new taxes that may be legislated or levied between the awarding of the Games to the Candidate City and Games-time would not negatively impact the Games.

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BUDGETING

<p>Q 6.9</p>	<p>In order to obtain verifiable and comparable data, budgets should be prepared on the basis of economic conditions existing at the time of the preparation of the candidature.</p> <p>The possible inflationary and currency effect will be analysed by the CGF, based on information provided in Theme 2 (Q 2.8).</p> <p>In considering plans for the financing of the Commonwealth Games, it should be borne in mind that there are two distinct budgets:</p> <ul style="list-style-type: none"> • OC budget: this is the operations budget for the organisation of the Commonwealth Games. Infrastructure development costs for sports venues, the Commonwealth Games Village, the IBC and MPC or other major infrastructure projects should not be included in the OC budget. • Non-OC budget: for financing the construction of the sports venues and other infrastructure required for the Commonwealth Games which will be a long-term legacy. The financing of such investments should be undertaken by the public authorities or the private sector. In certain instances, these parties may equally finance temporary facilities. <p>Candidate Cities must always follow a gross budgeting approach, i.e. always include the gross revenue figure and the corresponding cost and not simply the net revenue figure.</p> <p>All questions must be answered in strict accordance with the budget templates provided in this theme. Brief guidance on the content of each budget line is also provided in this theme, after the budget templates.</p> <p>For budgeting purposes, Candidate Cities should use the amounts communicated by the CGF by circular letter for the Broadcast Rights and any other marketing arrangements controlled by the CGF.</p>
<p>Q 6.10</p>	<p>Using template 6.10, provide a detailed budget for the Commonwealth Games in GBP 2011 (specify the date on which this was established and the GBP/local currency exchange rate used).</p>
<p>Q 6.11</p>	<p>Using templates 6.11 a and b, provide an overview of all capital investments and a detailed capital investment budget (in GBP 2011) for all sports venues, all villages and the IBC/MPC, by physical location.</p>
<p>Q 6.12</p>	<p>Using template 6.12, prepare a simple cash flow forecast, disclosing the expected annual cash flows and financing lines from the year of nomination to the expected date of dismantling the OC.</p>
<p>Q 6.13</p>	<p>In addition to the standard budget structure to be presented in the Candidature File, provide the CGF with comprehensive data supporting the build-up of each budgetary section at least one month before the visit of the CGF Evaluation Commission.</p>

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Q 6.14	Provide a plan for the disposal, after the Commonwealth Games, of the OC's assets and/or for financing the running and maintenance costs of specific Commonwealth Games-related infrastructure.
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CGA DELEGATIONS – TRAVEL COSTS

Q 6.15	<p>Provide a guarantee that the OC will cover the travel costs (in accordance with the CGF Games Manual – Finance) in economy class, of CGA delegations participating in the Commonwealth Games from the capital city or main airport designated by each CGA to the international gateway airport of the Host City, based on the aggregate cost of the average team size for each CGA delegations which participates in the 2006 and 2010 Commonwealth Games.</p> <p>The guarantee must specify that the OC agrees to abide by the procedures and deadlines determined by the CGF for the calculation of these travel costs.</p> <p>Describe how these support grants/travel costs/fares will be determined and state the total amount budgeted for these travel costs.</p>
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BUDGET TEMPLATE 6.10: Detailed Commonwealth Games budget (OC budget)

A – REVENUES		GBP (000)	%	B – EXPENDITURE		GBP (000)	%
1	Broadcast Rights (CGF)			B1	Capital Investments		
				11	Sports facilities Commonwealth Games Village and other villages		
					MPC & IBC		
					Other (specify)		
					Sub-total		
2	Local sponsorship			B2	Games Operations		
3	Official suppliers			12	Sports venues Commonwealth Games Village & other villages		
4	Ticket sales				MPC		
5	Licensing Licensing merchandise				IBC/HBO		
	Coin programme			13	Games workforce		
	Philately			14	Information systems Telecommunications & other technologies		
	Sub-total				Internet		
6	Lotteries			15	Ceremonies and culture Opening Ceremony Closing Ceremony Medal award ceremonies Cultural programme		
7	Donations				Baton relay		
	Sub-total				Other programmes		
8	Disposal of assets			16	Medical services		
9	Subsidies National government Regional government Local government			17	Catering		
	Sub-total			18	Transport		
10	Other revenues			20	Security		
				21	Advertising & promotion		
				22	Administration		
				23	Test events & meetings		
				24	Other		
					Sub-total		
25	SHORTFALL			25	SURPLUS		
12	TOTAL				TOTAL		

Indicate GBP/local currency exchange rate used in preparing the budget

Date of finalisation of the budget

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BUDGET TEMPLATE 6.11 a): Non-OC capital investments overview (City, regional or state authorities & private sector)

C – Capital Investments	GBP (000)
Airport	
Roads and railways	
Visitor accommodation	
Sports venues	
Competition venues	
Non-competition venues (IBC, MPC etc.)	
Training venues	
Commonwealth Village(s)	
Media village(s)	
Other	

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BUDGET TEMPLATE 6.11 b): Capital investments by physical location

	OC BUDGET			NON-OC BUDGET			TOTAL OC & NON-OC
	B1 – budget line 13			C			
	New installations	Upgrading of existing installations	Sub-total	New installations	Upgrading of existing installations	Sub-total	
(a) Sports facilities							
	(b)	(b)	(b)	(c)	(c)	(c)	
Commonwealth Village(s) (Detail by location)							
	(b)	(b)	(b)	(c)	(c)	(c)	
MPC & IBC (Detail by location)							
	(b)	(b)	(b)	(c)	(c)	(c)	
TOTALS							

Individual detail should be provided for each physical location with identification of sports events to be held at that location.

Subtotals should be identical to those disclosed under expenditure section B1 point 13 of the OC Budget.

Subtotals should be identical to those disclosed under section C “non-OC budget”.

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BUDGET TEMPLATE 6.12: OC cash flow forecast

	Games year - 7	Games year - 6	Games year - 5	Games year - 4	Games year - 3	Games year - 2	Games year - 1	Games year + 1	Games year + 2
Cash position Beginning of year									
Cash inflows									
Bank financing									
CGF Contribution									
Sponsorship									
State, region, city									
Other income									
Cash outflows									
Capital investments									
Operations									
Cash position End of year									
Bank credit line - less cash utilised									
Cash available									

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Games Budget Categories

The description of each budgetary section listed below provides Candidate Cities with information on what elements are to be taken into consideration in the preparation of the budget according to the templates provided above.

In addition to the standard budget structure to be presented in the Candidature File, comprehensive data supporting the build-up of each budgetary section shall be sent to the CGF Candidate City Relations department at least one month before the visit of the CGF Evaluation Commission.

Reference in the descriptions below to “subsidiary schedules to be provided” refer to the comprehensive data requested and should not be included in the Candidature File.

OC REVENUES

<p>1. Broadcast Rights (CGF)</p>	<p>These are revenues earned by the CGF and then redistributed to the OC for services rendered in the organisation of the Commonwealth Games, arising from the sale of Broadcast rights for the Commonwealth Games. The amount of such contribution shall be decided by the CGF Executive Board.</p> <p>An estimate of the figure to be used in the budget will be provided by the CGF by circular letter.</p>
<p>2. Revenues from local sponsorship tiers</p>	<p>These are revenues in both cash and VIK arising from the sale of sponsorship rights initiated by the OC for marketing rights granted in the OC's domestic territory.</p> <p>Provide a subsidiary schedule detailing your estimates by product/service category and sponsorship tier. For these revenues, it should be clearly specified what percentage of the revenue is cash and what percentage is VIK. The budget must be able to demonstrate that the VIK categories are also reflected in the expenditure budget in comparable amounts to the projected VIK revenue.</p>
<p>3. Official Suppliers</p>	<p>These are rights granted to the second and third sponsorship tiers, at levels of investment significantly lower than Local Sponsors, who are then entitled to reduce marketing rights and benefits.</p>
<p>4. Ticket sales</p>	<p>These are revenues arising from ticket sales to Commonwealth Games events, Opening and Closing Ceremonies and other programmes, including the cultural programme.</p> <p>Provide (a) subsidiary schedule(s) demonstrating the event schedule, gross and net venue capacities, ticket prices for different levels of seating quality, premium tickets or corporate boxes and sell-through assumptions.</p>

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<p>5. Licensing</p>	<p>This includes revenues arising from the sale of various merchandise and is the gross licensing royalties' revenue before CGF royalties. The merchandise includes:</p> <p>Licensing Merchandise</p> <p>Licensed product sales activities. Provide a subsidiary schedule detailing your estimates by licensed product category.</p> <p>Philately</p> <p>Revenues arising from sales of collectible stamps produced for the particular Commonwealth Games organised by the OC. Provide a subsidiary schedule detailing your estimates by programme sub-component.</p> <p>Coin Programme</p> <p>Revenues arising from sales of collectible Commonwealth Games Coins produced for the particular Commonwealth Games organised by the OC. Provide a subsidiary schedule detailing your estimates by programme sub-component.</p>
<p>6. Lotteries</p>	<p>Revenues arising from national and other lotteries organised in relation to the Commonwealth Games. Provide a subsidiary schedule demonstrating the anticipated parameters of the programme.</p>
<p>7. Donations</p>	<p>Donations received from third parties without any attached sponsorship or marketing rights. Provide a subsidiary schedule demonstrating the anticipated parameters of the programme.</p>
<p>8. Disposal of assets</p>	<p>Revenues arising from post-Games sales of capital investments (Sports venues, Commonwealth Games Village, MPC & IBC, installations and equipment) for which the OC holds title of ownership.</p> <p>Provide a subsidiary schedule demonstrating the gross investment value of the assets, the assumed liquidation recovery percentage, and portraying where the gross acquisition costs of the assets (purchase price vs. leased) are reflected in the expenditure budget.</p>
<p>9. Subsidies</p>	<p>Subsidies received from city, regional, state or national authorities.</p> <p>Provide demonstrable evidence of the commitment of these authorities to provide such subsidies.</p>

<p>10. Other revenues</p>	<p>Other revenues not included in the above sections, including the following.</p> <p>Provide subsidiary schedules demonstrating your assumptions and calculations for each relevant item.</p> <p>Interest income & foreign exchange</p> <ul style="list-style-type: none"> • Gross interest earned on invested cash, as demonstrated by the cash flow model. • Foreign exchange gains from hedging strategies for revenues and expenditures denominated in currencies other than the OC's domestic currency. • Interest expenses and foreign exchange losses should be reflected as a financing cost in the expenditure budget. <p>Accommodation commissions</p> <ul style="list-style-type: none"> • The OC's share of gross hotel room revenue from all paying customers in the Commonwealth Games Hotel network. <p>Catering commissions</p> <ul style="list-style-type: none"> • The OC's share of gross spectator food and beverage sales in venues. <p>Villages accommodation and food & beverage income</p> <ul style="list-style-type: none"> • Revenue from the sale of room nights and catering in villages other than the Commonwealth Village (usually Media villages), although it may include Commonwealth Village accommodation prior to the official village opening and guest meals in the Commonwealth Village. <p>Test Event income</p> <ul style="list-style-type: none"> • Revenue from the conduct of Test Events that accrues solely to the benefit of the OC, generally from sponsorship, TV rights, ticket sales or athlete participation fees. <p>Rate card revenue</p> <ul style="list-style-type: none"> • Gross revenues generated from the provision of goods and services to customers for a fee, which are in excess of their Host City Contract entitlements. The goods and services are generally provided on a cost recovery basis and the prices are subject to the approval of the CGF Executive Board. The costs of sale and administration for providing these services are included in the rate card programme expenditure budget. <p>Other miscellaneous revenue</p> <ul style="list-style-type: none"> • Any other revenues not specifically categorised above
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OC EXPENDITURES

<p>11. Capital investments & legacy contribution</p>	<p>Construction, installation and equipment costs of a permanent nature for new sports facilities, training venues, the Commonwealth Games Village, Media villages and the MPC & IBC, if financed by the OC.</p> <p>Costs of upgrading existing sports facilities, Commonwealth Games Village or MPC & IBC to CGF Commonwealth Games specifications. These facility improvements should be of a permanent nature and not uniquely limited to the period of the Commonwealth Games.</p> <p>Any contributions to the cost of permanent construction or renovation by the OC to other parties, if such construction or renovation is not fully funded by the OC.</p> <p>In summary, all capital investments which will to a large degree remain in their actual state after the Commonwealth Games.</p>
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OC OPERATIONS

<p>12. Games operations</p>	<p>The planning, implementation, establishment and operating costs of all Commonwealth Games facilities, as well as the temporary venues or adaptations required to bring permanent facilities to CGF Commonwealth Games requirements. Note that the staffing costs for these operations are portrayed under section 15, "Games Workforce".</p> <p>Consider the nature of the ramp-up to full Games operations, whereby the final installation of temporary facilities, equipment, technology and staffing will occur. The operating period should be considered to be 6 - 8 months before the Closing Ceremony.</p> <p>Certain venues will have shorter or longer operating periods. The competition schedule will demonstrate that some venues will host competitions for only a few days, providing the opportunity to re-deploy resources across venues. A number of non-competition venues (Commonwealth Games Village, IBC, uniform distribution, accreditation, logistics warehouses) will operate for considerably longer periods.</p> <p>a. Sports Venues</p> <ul style="list-style-type: none"> • Sports competition venues and training venues. <p>b. Commonwealth Games Village & other villages</p> <ul style="list-style-type: none"> • Villages and Games-related housing sites established and operated by the OC, including Commonwealth Games Village(s), Media Village(s), Technical Officials Village(s), etc. <p>c. MPC, IBC & other non-competition venues</p> <ul style="list-style-type: none"> • Other operational venues not otherwise reflected in other operating programmes, including Main Press Centre, International Broadcast Centre, and the likes of Commonwealth hotel(s), uniform distribution centre(s), accreditation centre(s), welcome centre, logistics warehouse(s), transportation depot(s), etc.
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<p>12. Games operations (continued)</p>	<p>Costs for each category of facilities should include details of the following:</p> <ul style="list-style-type: none"> • Construction of temporary facilities where long-term use after the Commonwealth Games is not anticipated. This category includes costs for facilities which are 100% temporary as well as temporary adaptations to existing facilities. Provide (a) subsidiary schedule(s) that demonstrate(s) the quantification and unit pricing, on a facility-by-facility basis, the cost estimates for each temporary commodity type, such as seating, tents, portable buildings, toilets, lighting, power and the costs to install, operate, maintain, dismantle and restore the facilities to their permanent configuration. • All furniture, fixtures and equipment (FF&E) required in relation to the facility (e.g., for sports events, training venues and Test Events) which will be disposed of after the period of the Commonwealth Games. Provide (a) subsidiary schedule(s) that demonstrate(s) the quantification and unit pricing of your estimates for sports equipment and FF&E, including acquisition cost (specify leased vs. purchased), and the costs to deliver, install, maintain, recover and dispose of the equipment. • Rental costs for venues if the installations do not belong to the OC. Provide a subsidiary schedule that shows which venues in your programme will be rented on commercial terms, and the basis for the rental calculation. Be mindful that the CGF expects facilities owned by public authorities to be provided to the OC either at no cost, or at a rental cost to be pre-approved by the CGF. Note: contributions to new venue construction should be reflected under capital investments and not as a venue rental. • Electricity and other sources of energy. Provide a subsidiary schedule that reflects for each facility your estimates for power consumption from primary sources, and the costs of such power consumption. • Facility logistics: costs for the delivery, set-up, installation, maintenance, tracking, recovery and disposal of venue FF&E, usually a labour services contract. Provide a subsidiary schedule indicating parametric estimates on a facility-by-facility basis, taking into consideration size and complexity of venue and duration of operations.
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<p>12. Games operations (continued)</p>	<ul style="list-style-type: none"> • Cleaning, waste management & linen/laundry services: Provide a subsidiary schedule indicating the level of service required on a facility-by-facility basis, taking into consideration size and complexity of the facility and the duration of operations. <p>For competition venues:</p> <ul style="list-style-type: none"> • Event services: costs for spectator crowd flow management, magnetometer and bag search operations, ticket checking, ushering, lost and found and spectator information. Provide a subsidiary schedule that reflects your operating assumptions about each venue and other location requiring event services operations and the resources required to deliver the programme, taking into consideration the size and complexity of each venue, and the duration of operations. • Command, control & communications: communication, coordination and decision-making structure of Games-time operations. Includes costs for main headquarters operations centre, venue communications centres and functional command centres. Provide a subsidiary schedule portraying the estimates of resource requirements to support the command network. <p>For Commonwealth Games Village and other villages:</p> <ul style="list-style-type: none"> • Front desk operations: provide a subsidiary schedule indicating the cost assumptions about front desk operations, taking into consideration the level of service required for each village and the resources required to support the operation. • Athlete/resident entertainment: provide a subsidiary schedule indicating the cost assumptions about athlete/resident entertainment, taking into consideration the level of service required for each village. • Village operations: provide incremental operating costs not provided under contracted services contained in operating programmes. Provide a subsidiary schedule indicating rationale for allowances for each village.
<p>12. Games operations (continued)</p>	<p>For MPC, IBC and other non-competition venues:</p> <ul style="list-style-type: none"> • Written & photographic press operations: operating costs of the Main Press Centre and Venue Press Sub-Centres. Provide a subsidiary schedule that reflects the parametric estimates underlying the operating costs of each Press Centre, taking into consideration the resources required. • Host broadcast organisation: Operating costs of the International Broadcast Centre and Venue Broadcast Compounds. This section should also include the costs of the planning and management contract with the Host Broadcaster. Provide a subsidiary schedule that reflects the resources required and the parametric estimates underlying the operating costs of each broadcast operation. • Other non-competition venues operations: provide a subsidiary schedule that details the various operating costs for each operating site, taking into consideration the level of service required, and the complexity and duration of the operation.

<p>13. Games Workforce</p>	<p>Consider the life cycle evolution of the OC, from centralised, vertically integrated programmatic planning (G-4.5 years to G-1.5 years) to a horizontally structured venue operation (G-1.5 years to Commonwealth Games).</p> <p>Consider the growth and evolution of the venue planning process, from core teams planning operations on a generic basis, to venue-specific operations. Venue management teams typically consist of a core venue management and operations staff with functional representation from each major operating programme.</p> <p>Indicate for each staff category: the quantity of staff required for each operating programme, the duration of their employment and their compensation and benefits costs. Costs for the human resources administrative function should be included under section 24, "Administration".</p> <p>Permanent staff of the OC</p> <ul style="list-style-type: none"> • Salaried staff whose employment is of a duration greater than one year. <p>Temporary staff</p> <ul style="list-style-type: none"> • Usually Games-time or project-specific staff whose employment is of a duration of less than one year. <p>Volunteers</p> <ul style="list-style-type: none"> • Primarily Games-time Volunteers, but pre-Games Volunteers should also be portrayed. <p>Consultants</p> <ul style="list-style-type: none"> • Project-specific advisors over the life of the OC. <p>Contractors</p> <ul style="list-style-type: none"> • Employees of contracted service providers, such as cleaning and catering staff.
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<p>14. Technology</p>	<p>Technology has three subsections: information systems, telecommunications and other technologies, and Internet.</p> <p>Provide subsidiary schedules reflecting the resource requirements for each technology area as the basis for your cost estimates. Be aware that the technology area is an intensive user of VIK, and therefore be able to demonstrate that the cost estimates are consistent with the VIK components of the sponsorship revenue plan. Recent Games models have also included a significant cash cost for the systems integration effort.</p>
<p>14a. Information systems</p>	<p>Typically consists of the following functional components:</p> <ul style="list-style-type: none"> • Timing & scoring systems • On-venue results systems • Games management systems • Administrative systems, such as finance, human resources, project management, procurement & logistics • Integration of systems • Systems operations • Hardware & systems software • Photocopy & printing
<p>14b. Telecommunications and other technologies</p>	<p>Typically includes the following functional components:</p> <ul style="list-style-type: none"> • Communications infrastructure • Landline communications • Wireless communications • Radio frequency communications • Public address systems • Cable TV & cabling • Televisions & video cassette recorders • Imaging & photolab • Video boards
<p>14c. Internet</p>	<p>Pre-Commonwealth Games and Commonwealth Games Internet Site</p>

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<p>15. Ceremonies and culture</p>	<p>Costs incurred for the pageantry, ceremonial, artistic and celebratory aspects of the Commonwealth Games. This area represents the opportunity for the OC to showcase the Host Country's artistic and cultural heritage. It is very much based on a level of investment decision.</p> <p>Provide subsidiary schedules that reflect the bases for your cost estimates, and your reflection of the levels of investment in these programmes.</p> <ul style="list-style-type: none">• Opening Ceremony• Closing Ceremony• Flag hand-over ceremony at the Glasgow 2014 Closing Ceremony• Medal award ceremonies• Team welcome ceremonies• Cultural programme• Queen's Baton Relay - nationally and internationally• Other programmes & special events, including educational programmes.
<p>16. Medical services and doping control</p>	<p>Medical services are typically characterised by significant volunteer support from the health care practitioner community. Doping control is typically performed on a fee for service basis, although certain OC costs may involve the accreditation of, or enhancing the capacity of, a local drug testing facility.</p> <p>The costs for the following services should be budgeted in this section. Provide subsidiary schedules reflecting the level of service and method of service delivery for each area that defines the parametric resource requirements as the basis for your cost estimates.</p> <ul style="list-style-type: none">• Athlete care at competition venues and training venues• Commonwealth Games Village polyclinic services• Medical services provided to the accredited Commonwealth Games Family and officials• Medical services provided at the MPC & IBC• Doping controls• Hospital facilities• Medical transport facilities

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<p>17. Catering</p>	<p>Catering costs incurred to meet all food and beverage requirements, including but not limited to the constituents and cost categories listed below: (Consider the nature of the catering operation for different constituent groups.)</p> <p>Athletes: Difficult to predict on a cost-per-meal basis. Costs will also be driven by certain sponsor presence requirements.</p> <p>VIP hospitality: Levels of planned service will drive costs.</p> <p>Staff catering: Meals for contract staff are usually cost recoverable from the contractor organisation.</p> <p>Spectator catering: the OC's share of revenue will vary, depending on the level of investment in temporary infrastructure and equipment required by the concessionaire vs. existing infrastructure of incumbent caterers.</p> <p>Provide (a) subsidiary schedule(s) reflecting the level of service and method of service delivery for each area that defines the resource requirements as the basis for your cost estimates.</p> <ul style="list-style-type: none">• Rental costs of catering centres, equipment and installations• Meals for athletes, officials and technicians• VIP hospitality at venues• Meals for the OC workforce
<p>18. Transport</p>	<p>Transport costs incurred to provide Commonwealth Games participants with reliable, secure and efficient transport between the various Commonwealth Games activity centres.</p> <p>Consider the impact of the operating environment on the transport solution. Geographically dispersed venues will demand a different transport operation, and therefore a different cost scenario, than clustered venues.</p> <p>Different constituent groups are entitled to a variety of transport modes, including car, bus and rail. The existing transport infrastructure will be enhanced by a variety of services including dedicated routes, additional bus services, park and ride operations, etc.</p>

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<p>19. Transport (continued)</p>	<p>Provide subsidiary schedules reflecting the parametric estimates underlying the operating costs of transport, taking into consideration the level of service and method of service delivery for each area:</p> <ul style="list-style-type: none"> • Athlete and team travel grants • T1-T2 transport (Games Family) • Athletes' and team officials' transport from housing sites to venues • Technical officials' transport • Media transport • Commonwealth Games Workforce transport - paid staff, volunteers, contracted staff (security, catering staff, etc.) • Spectator transport - note that it is not uncommon for OCs to include a transport surcharge in the ticket price as a way of compensating local transport authorities for the spectator volume. If contemplated in your programme, such a surcharge should be separately identified in the ticket sales revenue section of the budget. • Sponsor transport (if special level of service provided)
<p>20. Security</p>	<p>These are costs incurred to provide necessary security to members of the Commonwealth Games Family, visitors and residents of the Host City at sports venues, villages, hotels, other non-competition venues, and during transport between the various Commonwealth Games activity centres. Provide (a) subsidiary schedule(s) reflecting the level of service and method of service delivery for each area that defines the parametric resource requirements as the basis for your cost estimates. Costs will include:</p> <ul style="list-style-type: none"> • Equipment • Private security contractors • Planning, co-ordination and training • Law enforcement. Describe the delineation of jurisdictional responsibilities between the OC and the various law enforcement agencies, and the security and command responsibilities of each. Clearly distinguish the different responsibilities of law enforcement and private security with respect to physical security, asset protection, access control, public safety, protection of VIPs, etc.

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<p>21. Advertising & promotion</p>	<p>Costs incurred for the advertising and promotion of the Commonwealth Games. Provide subsidiary schedules that detail your cost estimates for these items. Costs will include:</p> <ul style="list-style-type: none"> • Advertising and promotion through international and domestic media • Publication of sports event brochures and reports • Decoration programme of the city and Look of the Games • Marketing and sales programme • Sponsorship sales and servicing • Licensing • Ticket marketing • Ticket sales order processing • Communications and community relations • Media relations
<p>22. Administration</p>	<p>Includes all costs incurred for the effective management and co-ordination of all operational activities. Provide subsidiary schedules that reflect the resource requirements to provide administrative support to the OC in the following areas:</p> <p>Executive office</p> <p>Top-level executive management, generally the top three management levels of the OC, including Chief Executive and Chief Operating Officers and their direct reports, consisting of 6 - 10 General Managers/Managing Directors.</p> <p>Corporate administrative services</p> <p>Commonwealth Games headquarters administrative costs, including: headquarters rental, fit-out and operating costs, office furniture and equipment, telephone, fax and postage costs.</p> <p>Finance</p> <p>OC Finance department operations, including: financial accounting, financial planning, accounts payable and receivable, internal and external audit, and treasury management.</p> <p>Risk management</p> <p>Risk management, insurance & operational safety costs, including: premiums for insurance coverage, brokerage and workplace safety advisory services.</p> <p>Legal services</p> <p>Contract negotiation, legislation, obligations management, brand protection and litigation.</p>

<p>22. Administration (continued)</p>	<p>Games workforce</p> <ul style="list-style-type: none"> Human resources administrative function for all staff categories (paid, volunteer, contractors), including recruitment, remuneration and benefits, staff requirements planning, workforce relations and recognition, and uniforms. <p>Programme planning & project management</p> <ul style="list-style-type: none"> Master planning, strategic planning, operational planning & integration, timelines and milestones. <p>Environment</p> <ul style="list-style-type: none"> Environmental policy and implementation of initiatives. <p>Post-Games dissolution</p> <ul style="list-style-type: none"> Settlement of accounts, final financial results and audit, Post-Games Report. <p>Language services (if required)</p> <ul style="list-style-type: none"> Translation and interpreting costs. <p>Procurement/supply chain</p> <ul style="list-style-type: none"> Requirements definition & scoping, value engineering & resource rationalisation, tendering process, supplier selection, contract administration. <p>Rate card</p> <ul style="list-style-type: none"> Order processing and fulfilment. Gross cost of sales and programme administration for the provision of goods and services to customers for a fee which are in excess of their Host City Contract entitlements. <p>Logistics</p> <ul style="list-style-type: none"> Material logistics, received goods, warehouse management, delivery, installation, asset tracking, maintenance and removal of goods in venues, disposal of assets. <p>Accommodation</p> <ul style="list-style-type: none"> Costs of establishing and managing the Commonwealth Games Hotel network, including establishing contracts with the hotel properties and administering hotel reservations from constituent customers. If below-market hotel room rates are used in the candidature, the budget should contain an allowance for the OC's cost to underwrite this. <p>Accreditation</p> <ul style="list-style-type: none"> Costs of establishing and administering accreditation policies and operations of the accreditation process on venues. Operations of accreditation centres are included in venue operations. <p>Government services & coordination</p> <ul style="list-style-type: none"> Liaison and coordination of the OC's relationship with related public agencies.
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<p>23. Test Events & meetings</p>	<p>This section should include the costs of organising events to test all competition venues, non-competition venues and other functions. Other costs relating to liaison and coordination between the OC, CGF, CGAs and IFs should also be included in this section. These costs include:</p> <ul style="list-style-type: none"> • CGF, IF and CGA meetings, including costs of hosting CGF Coordination Commissions and Sessions, IF technical inspections <p>Reports and presentations</p> <ul style="list-style-type: none"> • Costs of OC event observation travel to other Games, events and meetings.
<p>24. Other</p>	<p>All other operating costs not included in the above sections, in particular the cost of securing the CGA marketing rights and other deductions.</p> <p>Provide a subsidiary schedule detailing your calculation of the commissions and royalties.</p> <p>Host CGA marketing rights</p> <ul style="list-style-type: none"> • The cost of securing Commonwealth Games and host team marketing rights in the OC's domestic territory from the host CGA. The Joint Marketing Programme Agreement (JMPA) specifies the contractual relationship between the OC and CGA in this respect and has the effect of unifying the marketing efforts of the CGA and the OC during the quadrennium and avoiding market confusion over Commonwealth Games vs. team sponsorship. <p>On-screen credits</p> <ul style="list-style-type: none"> • Royalties payable to the CGF for revenue credits applicable to certain technology sponsorships in relation to broadcast recognition of the systems integration effort. <p>Licensing royalties</p> <ul style="list-style-type: none"> • Royalties payable to the CGF on licensing revenues, as defined in the Host City Contract. • Other operating costs • Other operating costs not included in the above sections. • Contingency • Establishment and management of financial contingencies against financial risks and uncertainties is an important component of the budget. The contingency is designed to provide a financial cushion against shortfalls in revenues and over-runs in expenses. It should be substantial early in the planning process and then decline as uncertainties become clarified.

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25. Net financial result	The division of any surplus is laid down in the Host City Contract. In the event of any shortfall, specify how and by whom such shortfall will be absorbed.
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NON-OC BUDGET

Non-OC facilities budget	<p>The capital investment budget of the city, regional, state or national authorities and the private sector for the creation of new infrastructures or updating of existing infrastructures required to host the Commonwealth Games should be disclosed under the appropriate sections even if such investments have been integrated into a long-term urban development plan. Indicate which of these investments are planned specifically for the Commonwealth Games, and which are planned irrespective of the awarding of the Games.</p> <ul style="list-style-type: none"> • Airport • Roads and railways • Visitor accommodation • Sports venues, including competition venues and training venues • The Commonwealth Games Village • The Media Village(s) • Other
Non-OC operating budgets	The financing of support operations provided by different levels of government and others to the Commonwealth Games (e.g. transport, security, health services, culture programmes, etc.).

Theme 7 - Marketing and Communications

Aim of the theme

Theme 7 seeks to establish a Candidate City’s understanding of the development of a successful OC marketing programme. Some of the immediate priorities include:

- Reaching agreements with all sports entities (the CGA, NFs, etc.) within the future host territory necessary to develop a successful Joint Marketing Programme
- Obtaining unconditional commitments from all public and private entities within the future host territory to protect the Commonwealth image and prevent ambush marketing
- Securing all necessary measures to promote and enhance the Commonwealth Games image through traditional and innovative initiatives that complement the world-wide promotion of the Commonwealth Games
- Projecting and substantiating conservative revenue forecasts from major marketing sources (e.g. local sponsorship and suppliers, ticketing, licensing, coins, lotteries and other revenue generating initiatives)
- Developing a strategic and tactical understanding of how to fully leverage corporate hospitality opportunities

Theme 7 also establishes the Candidate City’s communication strategy with regard to promoting the Commonwealth Games and the city’s overall Commonwealth Games project.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 7:

Q 7.1	A fully executed copy of the Joint Marketing Programme Agreement with all the required appendices.
Q 7.2	Guarantee(s) confirming that the legislation necessary to effectively reduce and sanction ambush marketing, eliminate street vending, control advertising space and air space during the period of the Commonwealth Games, will be passed no later than 30 June 2014.
Q 7.9	Guarantee(s) endorsing plans for a Commonwealth Games lottery, if applicable, and securing revenue projections in case of any shortcomings from a proposed lottery.
Q 7.10	Guarantee(s) endorsing plans for seigniorage and/or philately programmes and securing revenue projections.

JOINT MARKETING PROGRAMME AGREEMENT (“JMPA”)

Q 7.1	<p>Enclose one fully executed copy of the JMPA, including the written guarantees from each National Sports Federation and other required appendices in your Guarantees File.</p> <ol style="list-style-type: none"> 1. Standard text provided for the JMPA 2. The following deadlines shall be respected in connection with the JMPA:
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Step	Action
1	<p>Candidate Cities to conclude JMPA discussions with their CGAs and submit draft JMPA for CGF approval no later than 1 March 2011.</p> <hr style="border-top: 1px dashed black;"/> <p>The following shall be submitted to the CGF for its approval:</p> <ul style="list-style-type: none"> • A marked-up copy of the standard form JMPA modified only to reflect the financial terms and local specificities, if necessary. • Detailed explanations on how the financial terms of the JMPA were reached, including audited financial statements from the CGA for the past quadrennium (2006 – 2010), and projected marketing income for the CGA for the upcoming quadrennia (i.e., 2010 – 2014). The audited statements and projected income must be presented in GBP 2011, using a conversion rate (and discount/inflation rate if relevant) that is consistent with other financial information presented in the Candidature File. • A list of all the CGA’s commercial partners (e.g., sponsors, suppliers, licensees and others as the case may be), summarising the product category, exclusivity status, term, financial conditions, renewal terms and any other rights granted. • A list of all the Bid Committee’s (and City’s – to the extent any commercial agreements were concluded in relation to the Commonwealth Games) commercial partners, summarising the product category, exclusivity status, term, financial conditions, renewal terms and any other rights granted. • A list of all National Sports Federations (“NFs”) in the Territory.
3	<p>CGF to review the draft JMPA and provide Candidate Cities with its approval or comments no later than 30 April 2011.</p>
4	<p>Candidate Cities to include the final JMPA, as approved by the CGF, in their Guarantees File no later than 11 May 2011.</p>

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AMBUSH MARKETING

Q 7.2	Provide (a) written guarantee(s) from the relevant government authorities confirming that the legislation necessary to effectively reduce and sanction ambush marketing (e.g. preventing competitors of Commonwealth sponsors from engaging in unfair competition in the vicinity of Commonwealth sites), eliminate street vending, control advertising space (e.g. outdoor advertising space, advertising on public transport etc.) as well as air space (to ensure no publicity is allowed in such airspace) and at airports, during the period of the Commonwealth Games (including two weeks before the Commonwealth Games), will be passed no later than 30 June 2014.
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DOMESTIC SPONSORSHIP

Q 7.3	Use table 7.3 below to indicate projected income from domestic sponsorship:
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Table 7.3 – Projected income from domestic sponsorship		
Level of sponsorship	Product category	Projected income by level of sponsorship (GBP 2011)
First level (Highest level of national sponsors)	Category X	TOTAL projected income
	Category Y	
	Category Z	
Second level	Category XX	TOTAL projected income
	Category YY	
	Category ZZ	
Third level	Category XXX	TOTAL projected income
	Category YYY	
	Category ZZZ	

TICKETING

Q 7.4	Provide a brief outline of your ticketing strategy. What is the total projected income from ticket sales?
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Q 7.5	What percentage sell-out rate are these projected incomes based on?
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Q 7.6	<p>What is the price range of Commonwealth Games tickets in the following categories:</p> <ul style="list-style-type: none"> • Opening and Closing Ceremonies • Prime events (e.g. athletics, swimming or other sports with a particularly strong national appeal) • Other events
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Q 7.7	<p>How do the proposed ticket prices compare to other major events held within the Candidate City/Country?</p> <p>Provide comparative pricing.</p>
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LICENSING

Q 7.8	Use table 7.8 to indicate the projected income from licensed merchandise sales as well as type of categories:
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Table 7.8 – Projected income from licensed merchandise sales	
Category type	Projected income (GBP 2011)
Category X	TOTAL projected income
Category Y	
Category Z	

LOTTERY

Q 7.9	<p>Are there any plans for a lottery to help finance the Commonwealth Games? If so, what is the concept and projected income, including the OC's share?</p> <p>What is the current legislation in place regarding lotteries in general and sports lotteries specifically?</p> <p>Are there currently any sports lotteries on-going or under development that would compete with an eventual Commonwealth Games lottery?</p> <p>In the event that a Commonwealth Games lottery is contemplated in the budget, provide (a) guarantee(s) from the relevant authorities, endorsing the proposed plan and securing revenue projections in case of any shortcomings from such a lottery.</p>
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COINS/PHILATELY

Q 7.10	<p>Are there any plans for seigniorage or philately programmes to help finance the Commonwealth Games? If so, what is the concept and projected income, including the OC's share?</p> <p>What is the impact of current legislation regarding seigniorage or philately programmes for the Games?</p> <p>In the event that a seigniorage and/or philately programme is contemplated in the budget, provide (a) guarantee(s) from the relevant authorities, endorsing the proposed plan and securing revenue projections.</p>
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SPONSOR HOSPITALITY

Q 7.11	Outline the general concept and location (e.g., number of sites, distance from venues, etc.) for the Sponsor Hospitality Centre.
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COMMUNICATIONS

Q 7.12	Describe your Commonwealth Games brand identity strategy and how it may be implemented through, among other initiatives, the development of an icon presence in your city.
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Q 7.13	<p>Briefly describe the communications programmes you intend to set up during the years leading up to the Commonwealth Games in order to promote the Commonwealth Games, including CGF values, both nationally and internationally?</p> <p>How do you intend to cultivate local support and interest within your country and community?</p> <p>How do you intend to do so internationally?</p>
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Q 7.14	Provide an overall communications plan including a timeline.
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Theme 8 - Sport and Venues

Aim of the theme

Theme 8 seeks to establish a Candidate City's detailed plans for sport and venues including the following elements:

- Competition schedule
- Venue identification and location
- Venue financing and works
- Venue use and ownership
- Venue layouts
- Electrical power
- Venue responsibilities
- Tendering processes

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 8:

Q 8.5	Guarantees for the financing of work.
Q 8.6	Guarantees for use of venues and control of commercial rights.
Q 8.6	IF agreements for use of venues.
Q 8.15	Energy guarantee.
Q 8.16	Test events guarantees.

COMPETITION SCHEDULE

Q 8.1	<p>Based on the options for the Commonwealth Games Programme use table 8.1 to indicate:</p> <ul style="list-style-type: none"> • Dates and days of competition (by sport/discipline) • Type and level of competition - including selected options for Para-Sports events to be integrated within the programme. See Q 8.18 for more information. • Finals (by sport/discipline) • Total gold medals awarded each day and for each sport/discipline • Opening and Closing Ceremonies
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VENUES

Q 8.2	<p>Use table 8.2 to list:</p> <ul style="list-style-type: none"> • All proposed competition venues • Gross seating capacity of competition venues • All proposed training venues <p>The following information contains important guidelines concerning the choice of venues:</p>
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Important note

Although Candidate Cities are requested to allocate specific sports to specific venues in Theme 8, the CGF reserves the right to work with the eventual Organising Committee to modify this allocation if required.

All venues must meet the minimum capacity requirements as set out in the Games Manual for Venue Development/Games Overlay, unless otherwise agreed with the CGF.

VENUE LOCATION

Q 8.3	<p>Indicate on Map B, no larger than A3 (folded or double page) and giving the graphic scale used, the location of all competition and training venues, as well as the following non-competition venues:</p> <ul style="list-style-type: none"> • Commonwealth Games Village • Any other Commonwealth Games Village being used for the respective sport (if applicable) • Commonwealth Hotel(s) – see list of constituent groups in Theme 12 (Q 12.5.1) • MPC • IBC <p>Map B should also indicate key transport infrastructure, including any train and metro systems and major arterial roads. This should be identified as either permanent (solid lines) or temporary (dotted lines).</p> <p>Maps B1, B2, B3 etc. (venue cluster and precinct maps)</p> <p>Provide (a) separate map(s) (Maps B1, B2, etc.) no larger than A3 (folded or double page) for any venue cluster(s) and precinct(s) in your concept.</p> <p>Please make sure you observe the following colour code on all B maps requested above:</p>
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Colour	Infrastructure
BLUE	Existing infrastructure ("Infrastructure" for the purposes of these maps should include all Games-related buildings, transport links and any other buildings, development or environmental factors which will materially impact the Games.)
GREEN	Planned infrastructure (irrespective of the Commonwealth Games)
RED	Additional infrastructure (necessary to host the Commonwealth Games)

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Please note that all B maps must also be provided to the CGF in the following formats:

- 10 printed sets of Map B to be easily read when printed on a A3 or A3 equivalent page with the scale clearly identified
- 10 printed sets of Map(s) B1, B2 etc. using a scale between 1:10,000 and 1:20,000
- Maps B, B1, B2, etc., in the scales specified above

VENUE WORKS

Q 8.4	<p>Complete tables 8.4.1, 8.4.2, 8.4.3 and 8.4.4, to include all competition venues and the IBC and MPC according to their state of construction:</p> <p>Table 8.4.1 Existing venues, no permanent works required</p> <p>Table 8.4.2 Existing venues, permanent works required</p> <p>Table 8.4.3 Venues to be built as new permanent structures – specify if venues are planned to be built irrespective of the Commonwealth Games or if they are additional venues required to host the Commonwealth Games</p> <p>Table 8.4.4 Venues to be built as totally temporary venues</p> <p>Indicate for each venue:</p> <ul style="list-style-type: none"> • Financing (These figures must correspond to the figures provided in Theme 6) • An estimate of the cost (in year 2011 GBP) of all the permanent work to be carried out • An estimate of the cost (in year 2011 GBP) of all the temporary work to be carried out • The amount to be financed by the OC (amount in figures in year 2011 GBP and percentage of total cost) • The amount to be financed by other organisations, which should be specified (amount in figures in year 2011 GBP and percentage of total cost). If the other organisations' financing is to be underwritten by government authorities, please use an asterisk (*) to indicate this as shown in the example in table 8.4.1 <p>Note: In no case may any recognition or marketing rights be granted to private entities that may be financing venue works.</p>
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WORKS SCHEDULE

Q 8.5	<p>For existing venues: Give the start and finish dates of any permanent work required.</p> <p>For those permanent venues to be built: Give the start and finish dates of permanent work.</p> <p>For all venues: Give the start and finish dates of temporary Overlay works.</p> <p>Provide guarantees for the financing of work from the relevant competent bodies, confirming the amount to be financed by them (amount in year 2011 GBP figures and percentage of total cost of the venue(s)) and specifying for which venues.</p>
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VENUE USE

Q 8.6	<p>Candidate Cities are required, via a guarantee from each venue owner, and counter-signed by the Bid Committee, to secure use of venues and control of all commercial rights (e.g. in-stadium signage, catering and concessions signage and services, venue naming rights, etc.) for the future OC, in relation to existing and hereafter developed Commonwealth Games venues (both competition and non-competition venues) for the period the OC has control of the venue.</p> <p>The guarantee must confirm that the OC will have the possibility to rename and re-brand the venue for Commonwealth Games use, rather than using an existing name.</p> <p>Standard language to be used in each venue owner guarantee will be provided to Candidate Cities via a separate circular.</p> <p>Use tables 8.6 a) and b) to indicate for each competition and training venue:</p> <ul style="list-style-type: none"> • Use of venue • Current use • Intended post-Games use of the venue • Current ownership and operator (and Games-time operator, if known or different to current operator) • Intended post-Games ownership • Guarantee status (competition venues only) <ul style="list-style-type: none"> ○ For use of venue ○ For commercial rights • IF agreement that a venue conforms/will conform with IF technical specifications (competition venues only)
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<p>Q 8.6 (continued)</p>	<p>For all competition venues, provide written guarantees from all current and future owners, which grant use of venue and control, to the OC, of all commercial rights in relation to existing or hereafter developed Commonwealth Games venues for the period the OC has control of the venue.</p> <p>Standard text provided for this guarantee can be found in Part 3.</p> <p>Provide all agreements signed with IFs concerning the use of competition venues for their respective sports.</p>
<p>Q 8.7</p>	<p>For each competition venue, provide the following block plans.</p> <p>Note – sample block plans are available through the CGKMP.</p>

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Q 8.7.1

One (1) block plan of the venue within the secure perimeter, including and labelling the following information. Use the colours indicated.

Colour	Description
Blue	<ul style="list-style-type: none"> • Competition field of play • Warm-up area(s) • Athlete training (if applicable) • Athlete areas (including athlete change rooms, athlete medical, physiotherapy/massage, athlete lounge) • Athlete seating • Doping Control • Other athlete areas (these do not need to be labelled individually by their function – label them as “other athlete areas”) • International Federation Areas • Technical Officials Areas (including technical officials change rooms, technical officials meeting rooms, technical officials lounge)
Purple	<ul style="list-style-type: none"> • Games Family lounge • Games Family parking • Games Family seating
Dark Green	<ul style="list-style-type: none"> • Broadcast area(s), including Broadcast Compounds, Broadcast Tribune and Broadcast Technical Rooms
Light Green	<ul style="list-style-type: none"> • Press Operations Area(s), including Venue Press Centre, Press Conference Room, Press Tribunes and Media Lounge
Orange	<ul style="list-style-type: none"> • Operational Areas, including Catering, Logistics, Merchandising, Accreditation, Venue Management, Site Management, Cleaning and Waste
Yellow	<ul style="list-style-type: none"> • Spectator circulation areas (including concessions and medical area) • Spectator seating
Red	<ul style="list-style-type: none"> • Venue entry and exit points, for each constituent group (athletes and team officials, technical officials, CGF, media, spectators, sponsors, staff). As an option, use coloured arrows for each constituent group, as per the colours in this table, to indicate the constituent entry and exit points. • Secure perimeter fence line
Black	<ul style="list-style-type: none"> • Scoreboard(s) • Video board(s) • Graphic scale of plan • Directional indicator for North

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Q 8.7.2	One (1) block plan which shows each venue and/or precinct in the context of the surrounding area. This should extend to transport terminals and show access routes to the venue/precinct. The plan should cover the radius which will have a direct impact on venue operations including transport, constituent access and operational requirements. All information below must be labelled. Use the colours indicated.
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Colour	Description
Blue	<ul style="list-style-type: none"> • Competition field of play
Black	<ul style="list-style-type: none"> • Transport access routes to the venue. As an option, the load zones/drop off points within the venue and/or precinct can be identified with a coloured circle using the constituent group colours in the table Q8.7.1 for each constituent group. • Pedestrian access routes to the venue (identified separately) • Games parking area(s) (if applicable) • Graphic scale of plan • Directional indicator for North
Red	<ul style="list-style-type: none"> • Venue entry and exit points at the secure perimeter for each constituent group (athletes and team officials, technical officials, Games Family, media, spectators, staff). As an option, use coloured arrows for each constituent group, as per the colours in the table in Q 8.7.1, to indicate the constituent entry and exit points. • Secure perimeter fence line
White	<ul style="list-style-type: none"> • All remaining permanent and overlay structures. Do not label these structures

Note: for outdoor venues, this block plan must also include contour lines.

RESPECTIVE RESPONSIBILITIES

Q 8.8	Use table 8.8 to indicate for each venue (competition venues + IBC + MPC) which organisation is responsible for the various phases in the development of the venue.
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TENDERING PROCESS

Q 8.9	<p>Regarding permanent construction and/or Games Overlay, for each organisation (e.g., OC, government) that will manage a tender for the construction of permanent or temporary venues, explain the tendering process, including major phases, timelines, protest and appeal procedures, environmental impact assessments and details of the possibility of foreign companies submitting tenders.</p> <p>Is this process subject to any standing laws, codes or regulations by the city, region, country or other organisation? Is there a preparedness by government to amend existing legislation or adopt new legislation to allow for the "fast tracking" of Games developments in order to meet Games planning and staging requirements?</p>
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VENUE SCHEDULE

Q 8.10	<p>For each venue, complete table 8.10 giving the days of use of the venue according to the competition schedule of the sport(s) in question and indicating session times.</p> <p>If the venue is used for several sports, specify which ones, the days of use per sport, and how the schedule has accommodated this use.</p>
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ELECTRICAL POWER

Q 8.11	<p>Describe the existing local and regional utility grid and generating plants and their respective status and capacities.</p> <p>Can the existing distribution system supply the anticipated Commonwealth Games demand in terms of load and reliability? If not, what improvements are planned?</p>
Q 8.12	<p>What will be the process for obtaining additional power beyond the capacity of the local system from other sources?</p>
Q 8.13	<p>Describe the state and private ownership of the local and regional distribution systems and how they are structured and managed.</p>
Q 8.14	<p>What is planned for the supply of high quality, filtered power to specialised equipment in locations Games wide?</p>
Q 8.15	<p>Provide a guarantee from the relevant authorities that all competition and major non-competition venues (IBC, MPC, Games Village) will be provided with sufficient energy supplies for conduct of the Games.</p>

TEST EVENTS


Q 8.16	<p>Provide a guarantee that the test event programme of the Organising Committee will conform to CGF requirements for testing and readiness including timing and appropriate financing.</p>
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SPORTS EXPERIENCE

Q 8.17 Use table 8.17 to list, in chronological order, all the international sports competitions that have been organised in your city, region and country over the last ten years (World Championships, multi-sports Games, Continental Championships and other world-level events).

Table 8.17 – Sports experience			
Date	Sport	Level of competition	Location

Chronological order
(most recent first)



PARA-SPORTS EVENTS

Q 8.18 In November 2007, the CGF and the International Paralympic Committee (IPC) signed a Cooperative Agreement designed to showcase world class sport opportunities for Para-Sport athletes. The agreement sets out the basis on which the competition programme for Para-Sports events will be included in the Commonwealth Games. The core Commonwealth Games Para-Sports Programme will include the following sports in each edition of the Games:

- Athletics;
- Lawn Bowls;
- Powerlifting; and
- Swimming.

In addition, the 2018 Commonwealth Games Organising Committee can choose to include the following additional Para-Sports:

- Cycling (Track);
- Table Tennis; and
- Wheelchair Basketball.

The CGF, in co-operation with the IPC, will establish the Para-Sports events for 2018. The current quotas are fifteen medal events and no more than 300 athletes. The current quotas will be reviewed after the Glasgow 2014 Commonwealth Games. During the Games, the IPC will have the responsibility for the technical control and direction of these events.

Use Table 8.2 to indicate which proposed competition and training venues provide access suitable for Para-Sports events.

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Table 8.1 – Competition Schedule (with example)

Competition days

Number of gold medals Finals

Indicate type and level of competition where applicable: M=men, W=women, Q=Qualifications, QF=Quarter Final, SF=Semi Final, F=Final (medal), R1=Round 1, R2=Round 2, etc.

Please create new lines in the table for separate disciplines as required.

Sport/Discipline	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total gold medals
	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	
Opening / Closing Ceremony															
Aquatics															
Archery															
Athletics															
Badminton															
Basketball															
Billiards & Snooker															
Boxing															
Canoeing															
Cycling															
Fencing															
Gymnastics															
Hockey															
Judo															
Lawn Bowls															
Netball															
Rowing															
Rugby Sevens (Men)															
Sailing															
Shooting															
Squash															
Table Tennis															
Ten Pin Bowling															
Triathlon															
Weightlifting															
Wrestling															
Total gold medals:															

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The above incorporates all sports as approved by the CGF in accordance with Article 21 of the Constitution. Please amend the table as necessary so that it reflects your proposed sports programme, together with any alternative sports your Candidature may be proposing Article 21. The same approach should be taken with Table 8.2 below.

Table 8.2 – Venues

If there is more than one competition venue for a sport/discipline/event and/or more than one training venue, please create new lines in the table as needed.

Sport / Discipline	Competition Venues				Access for Para-Sports		Training Venues	Access for Para-Sports	
	Location of Competition Venue	Venue Name	Gross spectator capacity*	Gross seating capacity*	Yes	No		Venue Name	Yes
Aquatics									
Archery									
Athletics									
Badminton									
Basketball									
Billiards & Snooker									
Boxing									
Canoeing									
Cycling									
Fencing									
Gymnastics									
Hockey									
Judo									
Lawn Bowls									
Netball									
Rowing									
Rugby Sevens (Men)									
Sailing									
Shooting									
Squash									
Table Tennis									
Ten Pin Bowling									
Triathlon									
Weightlifting									
Wrestling									

Total number of competition venues: _____

Total number of training venues: _____

*Certain venues (e.g., road events, shooting, etc.) may have different numbers for gross seating capacity and gross spectator capacity.

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Tables 8.4 – Venue financing and works (all figures to be provided in GBP million)

Table 8.4.1 – Existing venues, no permanent works required (with example)

Venue	Sport(s)	FINANCING OF WORKS					Original date of construction	WORKS SCHEDULE	
		Cost of temporary works						Temporary works	
		Total cost of works GBP (millions) 2011	OC		OTHER (specify)			Start date	Finish date
			GBP (millions) 2011	%	GBP (millions) 2011	%			
Venue A	Badminton	100.00	50.00	50	50.00 (Private investor*)	50	April 1989	May 2018	July 2018
TOTALS:		100.00	50.00		50.00				

* Private investor's financing is underwritten by the regional government.

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Tables 8.4 – Venue financing and works (all figures to be provided in GBP million) (continued)

Table 8.4.2 – Existing venues, permanent works required (with example)

Venue	Sport(s)	FINANCING OF WORKS										Original date of construction	WORKS SCHEDULE						
		Permanent works					Temporary works						TOTAL COST OF WORKS GBP 2011	Permanent works		Temporary works			
		TOTAL perm. works GBP 2011	OC		OTHER (specify)		TOTAL temp. works GBP 2011	OC		OTHER (specify)				Start date	Finish date	Start date	Finish date		
			GBP 2011	%	GBP 2011	%		GBP 2011	%	GBP 2011	%								
Venue B	Boxing/ Wrestling	100.00	0	0	100.00	100	(Private investor)	100.00	63.00	63	37.00	37	(Government)	200.00	May 1987	Dec 2010	Jan 2012	Jan 2018	July 2018
TOTALS:		100.00	0		100.00			100.00	63.00		37.00			200.00					

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Tables 8.4 – Venue financing and works (all figures to be provided in GBP million) (continued)

Table 8.4.3 – Venues to be built – permanent (with example)

Venue	Sport(s)	FINANCING OF WORKS										WORKS SCHEDULE				
(Specify if venue is planned or additional)		Permanent works					Temporary works					TOTAL COST OF VENUE GBP 2011	Permanent works		Temporary works	
		TOTAL perm. works GBP 2011	OC		Other (specify)		TOTAL temp. works GBP 2011	OC		Other (specify)			Start date	Finish date	Start date	Finish date
			GBP 2011	%	GBP 2011	%		GBP 2011	%	GBP 2011	%					
Venue C (planned)	Squash	100.00	10.00	10	90.00	90 (City authorities)	100.00	80.00	80%	20.00	20 (Regional government)	200.00	Dec 2010	Jan 2012	Jan 2018	July 2018
TOTALS:		100.00	10.00		90.00		100.00	80.00		20.00		200.00				

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Tables 8.4 – Venue financing and works (all figures to be provided in GBP million) (continued)

Table 8.4.4 – Venues to be built – temporary only (with example)

Venue	Sport(s)	FINANCING OF WORKS					WORKS SCHEDULE	
		Cost of temporary works					Temporary works	
		TOTAL cost of works GBP 2011	OC		Other (specify)		Start date	Finish date
GBP 2011	%		GBP 2011	%				
Venue D	Archery	100.00	45.00	45	55.00 (Government)	55	March 2018	July 2018
TOTALS:		100.00	45.00		55.00			

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Table 8.6 a) – Competition venue use and ownership (with example)

Group venues by clusters where applicable

Competition venues		Use of venue		Ownership		Venue Guarantees		IF Agreement		
Venue name (Existing/new venue)	Names of sports & disciplines/ number of events	Current use	Post-Games use	Current ownership	Post-Games ownership	Venue use	Commercial rights	IF name	Yes	No
CLUSTER AAA										
Venue A (New venue)	Judo (14 events) Badminton (10 events)	–	Municipal indoor sports hall	–	City authorities	Obtained – city authorities	Obtained – city authorities	IJF FIE	✓ ✓	
Venue B										
Venue C										
CLUSTER BBB										
Venue D										
Venue E										
Venue F										

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Table 8.6 b) – Training venue use and ownership

Training venues		Use of venue		Ownership	
Venue name (Existing/new venue)	Name of sport/discipline/event	Current use	Post-Games use	Current ownership	Post-Games ownership
Venue A					
Venue B					
Venue C					
Venue D					
Venue E					
Venue F					

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Table 8.8 – Responsibilities for venue development

Include all competition venues and the IBC and MPC

Venue	Feasibility		Permanent works				Temporary infrastructure/overlay				Pre-Games operation (if applicable)
	Feasibility study	Approval of feasibility study	Design tender	Design contract approval	Construction tender	Construction contract approval	Design tender	Design contract approval	Construction tender	Construction contract approval	

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Table 8.10 – Venue schedule (with example)

Group venues by clusters where applicable. Indicate session times

Competition venues		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	
Venue name	Sport/ discipline/ event	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11
Venue A	Opening/ Closing Ceremonies			21:00-24:00										21:00-24:00	
	Athletics				09:00-13:30	09:00-12:00		09:00-13:00	09:00-16:00			07:00-11:45			
						19:30-24:00	18:30-23:00	19:30-23:15	18:30-22:15	19:30-23:30	19:30-23:15	18:30-22:15	19:30-23:30	19:30-23:30	
Venue B															
Venue C															
Venue D															

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Theme 9 - Commonwealth Games Village

Aim of the theme

Theme 9 seeks to establish a Candidate City's plans for the Commonwealth Games Village, including the following elements:

- Concept
- Location
- Design and layout
- Construction
- Financing
- Post-Games use

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 9:

Q 9.2	Guarantee stating that the site chosen for the Commonwealth Games Village is in keeping with the city development plan and the standards to be met to obtain planning permission.
Q 9.5	Guarantees for the financing of work.
Q 9.6	Guarantees for government subsidies and/or rental costs related to the Commonwealth Games Village.
Q 9.7	Guarantees of use for existing buildings and infrastructure, if applicable.
Q 9.8	Guarantee(s) stating with which international and national accessibility standards the Commonwealth and Games Village conforms/will conform.
Q 9.10	Guarantee for the control of commercial rights.
Important Note	If (an) ancillary Commonwealth Games Village(s) is (are) required in your project of hosting the Commonwealth Games, please ensure that all questions are answered for all villages.

VILLAGE SITE

<p>Q 9.1</p>	<p>The Commonwealth Games Village is one of the largest projects an OC must undertake in preparing for the Commonwealth Games. The CGF's requirements for the Commonwealth Games Village are laid down in the CGF Constitution and Regulations, the Host City Contract and the Games Manual on the Commonwealth Games Village and CGA Services. Post-Commonwealth Games legacy must also be carefully considered.</p> <p>Designs for previous Commonwealth Games Villages have included new residential housing projects, campus-style villages and privately-operated housing schemes. Local architecture and design companies should be encouraged to take part in designing the Commonwealth Games Village to help promote local culture and to publicise striking local architectural features and construction techniques.</p> <p>Describe your concept for the Commonwealth Games Village, including the following elements:</p> <ul style="list-style-type: none"> • Owner • Location (in relation to the city) • Design • Layout • Type of accommodation • Special considerations/operations • Size of village (hectares) • Post-Games use • Accessibility considerations
<p>Q 9.2</p>	<p>Provide a guarantee from the authorities or owners concerned stating that the site chosen for the construction of the Commonwealth Games Village is in keeping with the city development plan and the standards to be met to obtain planning permission.</p>
<p>Q 9.3</p>	<p>Carry out an initial environmental impact assessment and provide a summary of the study, including possibilities of natural disasters.</p> <p>The initial environmental impact assessment and other relevant studies must be presented to the CGF Evaluation Commission during its visit.</p>
<p>Q 9.4</p>	<p>Who will be responsible for the construction of the Commonwealth Games Village?</p>

WORKS SCHEDULE

Q 9.5	<p>Give a breakdown of the financing and schedule of work separating permanent and temporary works by completing table 9.5.</p> <p>Indicate for the Games Village:</p> <ul style="list-style-type: none">• Financing (These figures must correspond to the figures provided in Theme 6)• An estimate of the cost (in year 2011 GBP) of all the permanent work to be carried out• An estimate of the cost (in year 2011 GBP) of all the temporary work to be carried out• The amount to be financed by the OC (amount in figures in year 2011 GBP and percentage of total cost)• The amount to be financed by other organisations, which should be specified (amount in figures in year 2011 GBP and percentage of total cost). If the other organisations' financing is to be underwritten by government authorities, please use an asterisk (*) to indicate this as shown in the example in table 9.5. <p>N.B: In no case may any recognition or marketing rights be granted to private entities that may be financing Village works.</p> <p>Provide (a) guarantee(s) for the financing of work from the relevant competent bodies, confirming the amount to be financed by them (amount in GBP 2011 and percentage of total cost) for the construction of the Commonwealth Games Village.</p>
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Table 9.5 – Games Village Work Schedule

Venue	FINANCING OF WORKS										Original date of construction	WORKS SCHEDULE				
	Permanent works					Temporary works						TOTAL COST OF WORKS	Permanent works		Temporary works	
	TOTAL perm. works	OC		OTHER		TOTAL temp. works	OC		OTHER			GBP 2011	Start date	Finish date	Start date	Finish date
	GBP 2011	OC	(specify)		GBP 2011	OC	(specify)		GBP 2011	%						
		GBP 2011	%	GBP 2011	%		GBP 2011	%	GBP 2011	%						
Games Village																
Ancillary Village(s) (If applicable)																

TOTALS:

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Q 9.6	<p>If the national authorities are to subsidise construction of the Commonwealth Games Village, provide (a) guarantee(s) from the respective department stating the amount of funds to be allocated.</p> <p>If the Commonwealth Games Village or existing structures are to be rented, provide a guarantee stating rental costs.</p>
Q 9.7	<p>Should existing buildings and infrastructure be used in the Commonwealth Games Village, provide a guarantee stating the agreement of the owners to allow the use of the property for Commonwealth Games purposes, including possession and vacation dates.</p> <p>Note that, in addition to the period of the Commonwealth Games, these dates should take into consideration the time required for the fit out and retrofit of the Village.</p>
Q 9.8	<p>Provide a guarantee from the competent authorities stating with which international and national accessibility standards the Commonwealth Games Village conforms/will conform.</p>
Q 9.9	<p>Give a schedule for the various stages of the development of the Commonwealth Games Village, including design, construction, fit out.</p> <p>A critical analysis pathway should be provided from conception to the completion of fit out six months prior to the Commonwealth Games.</p>
Q 9.10	<p>Provide (a) guarantees stating that the owner(s) grant(s) all rights with respect to commercial rights in relation to the Commonwealth Games Village (including but not limited to the terms and conditions listed in the "Clean Venue Appendix") to the OC for the period the OC has control of the venue.</p> <p>See "Clean Venue Appendix" in the Model Guarantees File.</p>

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PLANS

Q 9.11.1	Provide a master plan of the Commonwealth Games Village (separate plan for each Village if more than one Village is proposed) site, to be easily read when printed on a A3 or A3 equivalent page with the scale clearly identified, indicating the proposed location of residential units, and the concept for the location of other facilities, including the Residential Zone, Operational Zone, International Zone, Transport Terminals, and any training and recreational facilities.
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Q 9.11.2	Provide plans and cross sections, to be easily read when printed on a A3 or A3 equivalent page with the scale clearly identified, and with the dimensions clearly marked, showing how the CGA units will be organised and indicating their positions within the site in Commonwealth Games mode also indicating the accessible facilities. (Separate plan for each Village if more than one Village is proposed.)
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Q 9.11.3	Provide plans and cross sections, on a scale to be able to be legibly read when printed on a A3 or A3 equivalent page with the scale clearly identified and with the dimensions clearly marked, showing how the apartments and rooms will be organised, including details of equipment and furnishings. (Separate plan for each Village if more than one Village is proposed.) In Commonwealth Games mode, also indicate the accessible facilities.
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Q 9.12	Indicate the surface area in m ² (wall to wall) of the single and double rooms.
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Q 9.13	Use table 9.13 to indicate, for the Commonwealth Games: <ul style="list-style-type: none"> • Number of single rooms • Number of double rooms • Number of beds <p>Please specify the percentage of rooms that are wheelchair-accessible.</p>
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Table 9.13 – Number of rooms and beds			
Type of Room	Number of rooms	Number of beds	Number of rooms (% wheelchair-accessible)
Single rooms			
Double rooms			
TOTALS:			

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Q 9.14	Indicate the amount of raw floor space per person within the living area of the village. (raw floor space = total floor space of CGA accommodation area/number of people in the Village)
Q 9.15	Provide a layout of the international and residential zones with emphasis on the location of the dining areas, access points and transport mall.
Q 9.16	Indicate maximum gradients and distances expected between major service and accommodation facilities in the Commonwealth Games Village.
Q 9.17	State the planned number of dining halls in the Commonwealth Games Village, the total surface area in m ² and the number of seats in each one.

Theme 10 - Medical and Health Services

Aim of the theme

Theme 10 seeks to establish a Candidate City's ability to provide a health system adapted to the needs of the Commonwealth Games which will not affect the normal health operations of its city. It also seeks to determine whether a Candidate City can set up a doping control programme that is consistent with the CGF Constitution and Regulations and the World Anti-Doping Code.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 10:

Q 10.10	Guarantee from the relevant national, regional and local authorities that the investment plans described in the Candidature File are practicable and compatible with the harmonious development of your country, region and city.
Q 10.13	Guarantees related to Anti-doping.

HEALTH SYSTEM

The information requested below must be provided by the relevant public health authorities. In each case, specify the source of information.

Q 10.1	<p>Provide a graphical summary of the following health-related data for a) your city and b) your country, over the last ten years:</p> <ul style="list-style-type: none"> • Birth rate per 1,000 • Death rate per 1,000 • Infant mortality rate per 1,000 live births • Morbidity rate (number of ill persons per head of population) • Age distribution • Hospitalisation rate per head of population <p>If applicable, briefly explain any epidemiological problems over the last ten years.</p>
Q 10.2	Specify what legislation is in force in your country (region and city, if this is different) concerning the practice of medicine, and describe the organisation of the health service (general practice, hospitals, paramedical etc.).
Q 10.3	Give a general outline of the health care system currently in operation in your city and region.

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Q 10.4	Describe your social system for managing medical expenses. Explain the arrangements for foreign nationals visiting your country.
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Q 10.5	<p>Use tables 10.5.1 and 10.5.2 to list:</p> <ul style="list-style-type: none"> • Name and number of hospitals and teaching hospitals • Distance of hospitals from the Commonwealth Games Village (in km) • Number of beds • List of departments by speciality (including sports medicine, physiology and biomechanical research laboratories for teaching hospitals) • Major diagnostic equipment including radiology, biochemistry, cardiac, ophthalmology
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Table 10.5.1 – Hospitals				
Hospital name	Distance from Commonwealth Games Village (km)	Number of beds	List of departments by speciality	Diagnostic equipment (Radiology, biochemistry, cardiac ophthalmology)

Totals

Table 10.5.2 – Teaching hospitals			
Hospital name	Distance from Commonwealth Games Village (km)	Number of beds	List of departments by speciality (including sports medicine, physiology, accident and emergency, intensive care and biomechanical research laboratories)

Totals

Q 10.6	Describe the operational procedure of your current emergency services.
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Q 10.7	Explain how the Commonwealth Games will fit with your first aid, transport and emergency services.
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Q 10.8	<p>Describe existing plans for evacuation and assistance in the event of a natural disaster, specifying the chains of command and transfer of responsibilities.</p> <p>How will these be affected by the Commonwealth Games?</p> <p>If the chain of responsibility and command were to change due to the Commonwealth Games, please give details.</p>
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Q 10.9	<p>Describe the resources in your city, region and country to counter epidemiological risks, and list the organisations responsible for controlling this issue.</p>
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GAMES-SPECIFIC HEALTH SERVICES

Q 10.10	<p>Describe what investments in healthcare facilities are planned in your city and region over the next ten years, irrespective of the Commonwealth Games, and any additional investments which would be necessary should the city be selected to host the Commonwealth Games.</p> <p>Provide a guarantee from the relevant national, regional and local authorities that these investment plans are practicable and compatible with the harmonious development of your country, region and city.</p>
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Q 10.11	<p>Specify which hospital(s) would be used for the following constituents:</p> <ul style="list-style-type: none">• Athletes• International Federations (IFs), Commonwealth Games Associations (CGAs), Commonwealth Games Federation (CGF)• For each hospital, please indicate the number of beds available and the distance in km and travel time by car and in minutes from the Commonwealth Games Village.
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Q 10.12	<p>How do you propose to recruit, select and train the personnel necessary for the health services required for the Commonwealth Games?</p>
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DOPING CONTROL

The CGF is a signatory to the World Anti-doping Code (the Code). Consistent with Article 20.6 of the Code that outlines the roles and responsibilities of the CGF as a Major Event Organiser, the CGF will undertake to do everything possible to award Events only to countries where the government is a state which is party to the UNESCO International Convention against Doping in Sport and the organisations responsible for carrying out Anti-doping activities in each country are deemed to be in compliance with the Code by the World Anti-Doping Agency (WADA).

Q 10.13	<p>Provide guarantees from your relevant national authorities and Commonwealth Games Association that:</p> <ul style="list-style-type: none"> • The national government has become a state party to the UNESCO International Convention against Doping in Sport and is compliant with it; • The organisations which are responsible for carrying out anti-doping activities in the candidate country, i.e. both the CGA and the National Anti-Doping Agency (NADO), if established, have each: <ul style="list-style-type: none"> ○ Signed the WADA Code Acceptance form and sent it to the World Anti-Doping Agency; ○ Adopted Anti-Doping Rules, sent them to WADA and had them certified as being in line with the Code; ○ Implemented and enforced the rules in a Code-compliant way; ○ Completed the on-line WADA Questionnaire and submitted it to WADA. • The WADA code in force as of 2018 will apply to the Commonwealth Games.
Q 10.14	<p>Does your country have any legislation on doping? Explain.</p> <p>Does your country currently apply an anti-doping code? Explain.</p>
Q 10.15	<p>Is there a WADA accredited laboratory in your city?</p> <p>Describe your plans for setting up/upgrading an anti-doping laboratory for the Commonwealth Games.</p> <p>Give details and a schedule for procurement (equipment, facilities, personnel, etc.).</p> <p>Give a brief indication of the procedures envisaged for sample transportation.</p> <p>Indicate the distance in km and travel time between the accredited laboratory, the Commonwealth Games Village and the venues.</p> <p>The laboratory used at Games-time should be situated in (or in close proximity to) the Host City.</p>

Theme 11 - Security

Aim of the theme

Theme 11 seeks to establish whether Candidate Cities possess the necessary infrastructure to guarantee total security, discreetly but efficiently, and to provide a safe environment within which the Commonwealth Games can take place.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 11:

Q 11.4	Guarantee(s) for the safety and peaceful celebration of the Commonwealth Games – national, regional and/or local governments (if applicable).
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RISKS

Q 11.1	<p>Provide an analysis by a competent authority (specify which) of the general risks connected with the Candidate City/Country:</p> <ul style="list-style-type: none"> • Fire (buildings, industry, forests) • Intrusion into Commonwealth facilities • Civil disobedience • Crime • Technological risks to essential Games services • Traffic • Natural catastrophes (earthquake, flood, volcano, hurricane etc.) • Other catastrophes (chemical, biological, nuclear, plane crash, serious land accident etc.) • Terrorism • Major traffic accident, including in tunnels
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Q 11.2	<p>Provide an analysis by a competent authority (specify which) of the situation with respect to any risks posed by activist minorities (religious, political, ethnic etc.) or terrorist groups in the country or region.</p> <p>Specify the measures envisaged for preventing acts of terrorism by international groups.</p>
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SECURITY ORGANISATIONS

Q 11.3	Identify the public and private organisations, including the Intelligence Services, which will be involved with security during the Commonwealth Games, and their respective responsibilities.
Q 11.4	<p>Provide a guarantee from the highest government authority of your country for the safety and the peaceful celebration of the Commonwealth Games. This guarantee must include the respective responsibilities of all relevant authorities (financial, planning, operational, etc.).</p> <p>In the event that the regional and/or local government(s) has (have) authority over public security, emergencies or any other aspect of security, the highest authority of the regional and/or local government(s) must also provide (a) written guarantee(s) in the same terms.</p>
Q 11.5	Identify how the public and private organisations will be integrated and coordinated, both amongst themselves and with the OC, throughout planning and operations.
Q 11.6	Identify any existing key organisations that will not be involved in Commonwealth Games security.
Q 11.7	<p>Will there be a department within the OC structure responsible for security matters?</p> <p>What will be its functions and responsibilities vis-à-vis the organisations identified in Q 11.3?</p>
Q 11.8	<p>Provide organisation charts of Games security for the following:</p> <ul style="list-style-type: none">• Organisation of the planning phases• Organisation of the implementation phase

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SECURITY RESOURCES

Q 11.9	Provide estimates of the total police and emergency services human resources in the region and city.
Q 11.10	<p>Provide an estimate of the total human resources that would be used in the operational implementation of security during the Commonwealth Games, specifying by staff type (e.g., police, emergency services, intelligence services, Armed Forces, volunteers, contract security, etc.) and in what capacity.</p> <p>What proportion of these will come from another region and will need varying degrees of logistical support?</p>

LEGISLATION

Q 11.11	Does legislation permit a single management structure that will be effective whatever the origin of the human and technical resources that are used, and without functional or territorial restrictions?
Q 11.12	If necessary, is your government willing to make modifications to the laws, standards and administrative procedures considered necessary within the legislative organisation of the country to achieve an efficient structure and a security operation that is appropriate to the special circumstances of the Commonwealth Games?
Q 11.13	Is it possible to limit and exercise effective control over the use of air space affected by the Commonwealth Games and, if so, how?

EVENT EXPERIENCE

Q 11.14	Use table 11.14 to list, in chronological order (most recent first), the experience of your city, region and country over the last ten years in the organisation of security for major international events (particularly sports events).
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Table 11.14 – Security experience

Year	Event	Duration of event (days)	Number of participants	Number of dignitaries and VIPs	Number of attending spectators	Number of security personnel

Theme 12 - Accommodation

Aim of the theme

Theme 12 seeks to establish whether a Candidate City meets accommodation requirements in terms of:

- Guaranteed number of rooms
- Room location and rates
- Minimum stay
- Games-time accommodation allocation plan

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 12:

Q 12.2	Statement from your national tourist board describing your country's hotel rating system and Candidate City hotel room inventory. List of the Candidate City's total hotel room capacity, guaranteed by the national tourist board.
Q 12.7	Guarantees of use for other accommodation.
Q 12.9	Games Family rate guarantee.
Q 12.13	Guarantees from individual hotels concerning room availability, room rates, minimum stay/room block waves, other price controls and binding contracts.
Q 12.14	Construction authorisation, works timelines and finance guarantees for hotels/other accommodation to be built.

POINT OF REFERENCE

Q 12.1	State what point of reference you have chosen as the Commonwealth Games centre in the Candidate City (e.g. CGF hotel(s), main hotel cluster, main stadium, etc.) and explain why. This point of reference must be used to answer the questions below.
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HOTEL ROOM INVENTORY

Q 12.2	<p>The questions in Theme 12 require you to categorise hotels according to the internationally accepted star rating system (5 star, 4 star, 3 star, 2 star) described in the Games Manual on Accommodation.</p> <p>Provide a statement from your national tourist board, giving the equivalent rating used in your country and a description of the standard of hotel in each category.</p> <p>In addition, provide table 12.2, duly completed and guaranteed by your national tourist board, detailing the total hotel room capacity in and around your point of reference in the Candidate City.</p> <p>Provide similar tables for any other city hosting a Commonwealth Games event that would have specific accommodation requirements (use the competition venue as the point of reference in this case), but only include accommodation within a 10 km radius (b, c, d, etc.).</p>
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Table 12.2 – Total hotel room capacity in the Candidate City						
Star category	0-10km radius from point of reference			10-50km radius from point of reference		
	Existing	New construction		Existing	New construction	
		Planned*	Additional**		Planned*	Additional**
5 STAR						
4 STAR						
3 STAR						
2 STAR						
TOTALS:						

* Planned = hotels for which construction authorisations have already been signed

** Additional = hotels for which construction authorisations have not yet been signed

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Q 12.3	Provide a map indicating the location of existing hotels within a 10km radius of your point of reference. Show hotel numbers on map in BLUE: ①. Complete table 12.3:
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Table 12.3 – EXISTING HOTELS within a radius of 0-10km (with example)						
Category	#	Hotel name	Total number of rooms	Guarantees obtained		
				Number of rooms	% of total	Signed by (body/name)
5 STAR	①	Hotel 1	200	100	50	Hotel owner
4 STAR						
3 STAR						
2 STAR						

TOTALS: _____

Q 12.4	Provide a map indicating the location of existing hotels within a 10-50km radius of your point of reference. Show hotel numbers on map in BLUE: ②. Complete table 12.4:
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Table 12.4 – EXISTING HOTELS within a radius of 10-50km (with example)						
Category	#	Hotel name	Total number of rooms	Guarantees obtained		
				Number of rooms	% of total	Signed by (body/name)
5 STAR						
4 STAR	②	Hotel 2	90	40	45	Hotel owner
	③	Hotel 3	300	120	40	Hotel owner
3 STAR						
2 STAR						

TOTALS: _____

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Q 12.5	<p>Provide a map indicating the location of hotels to be constructed within a 10km radius of your point of reference.</p> <p>Mark planned hotels for which construction authorisations have already been signed in GREEN on the map: ④</p> <p>Mark additional hotels for which construction authorisations have not been signed but are required to host the Commonwealth Games in RED on the map: ⑤</p> <p>Complete table 12.5:</p>
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Table 12.5 – Hotels to be constructed within a radius of 0-10km (with example)								
Category	#	Hotel name	Total # of rooms	Construction timelines		Guarantees obtained		
				Start date	Finish date	Number of rooms	% of total	Signed by (body/ name)
5 STAR								
4 STAR	④	Hotel 4	100	Dec '05	Jan '08	40	40	Hotel owner
	⑤	Hotel 5	250	-	-	-	-	-
3 STAR								
2 STAR								

TOTALS: _____

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Q 12.7	<p>Provide a map indicating the location of proposed other accommodation (if applicable) within a 0-50km radius of the Commonwealth Games Main Stadium. This may include condominiums, villages other than the Commonwealth Games Village).</p> <p>Mark existing accommodation in BLUE on the map: ⑧</p> <p>Mark planned accommodation for which construction authorisations have already been signed in GREEN on the map: ⑨</p> <p>Mark additional accommodation for which construction authorisations have not been signed but are required to host the Commonwealth Games in RED on the map: ⑩</p> <p>Please note that the Commonwealth Games Village is addressed in Theme 10.</p> <p>Complete table 12.7:</p>
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Table 12.7 – Other accommodation within a radius of 0-50km (with example)									
Category	#	Name of accommodation	Total # of rooms	Construction timelines		Guarantees obtained			Post-CWG use
				Start date	Finish date	Number of rooms	% of total	Signed by (body/name)	
5 STAR									
4 STAR	⑨								
3 STAR	⑩	Village 10	120	-	-	-	-	-	Student housing
2 STAR									

TOTALS: _____

<p>If existing buildings/ships are being used as part of other accommodation, provide guarantees from the owners concerned, including:</p> <ul style="list-style-type: none"> • Use of venue • Possession and vacation dates • Rental costs, if any • Financial guarantees for any upgrade to the building(s), if applicable

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Q 12.8	<p>Provide a map of the total Games-time room inventory in your city by superimposing all previous maps on each other.</p> <p>Complete table 12.8, listing hotels in numerical order by hotel reference number:</p>
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Table 12.8 – Total Games-time room inventory (with example)						
Hotel reference number	Hotel name	STAR category	Number of guaranteed rooms*	% of total number of rooms in the hotel	Location**	Construction status***
①	Hotel 1	5 STAR	100	50%	0-10km	Existing

* For additional hotels, specify whether the guarantee is for use of the hotel or for a specific number of rooms.

** Either 0-10km radius or 10-50km radius from Games Centre.

*** Existing, planned (new construction – construction authorisation already signed) or additional (new construction – construction authorisation not yet signed but required for the Games).

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ROOM RATES

Q 12.9	For the Commonwealth Games Family Hotel(s), clearly stipulate the maximum room rate for all room types (single, double/twin and suite) in GBP 2018 and including breakfast(s) and taxes, applicable to the following population:
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Commonwealth Hotel(s) Rate Population – 200 rooms
CGF Life Vice Presidents
CGF Management (President, Executive Board, Chief Executive Officer)
IOC and IPC Presidents and Secretaries General
IF President/Secretary General
CGA President/Secretary General
CGF group administration
CGF Commissions (Medical, Ethics, Athletes)
CGF advisors, experts, consultants, agents
CGF partners and suppliers
CGF Guests (including CGF Members' guests)
GAISF
Future OCs (President, Director General, Mayor, Executive members)
Previous OCs (President, Director General)
Bid Cities (Executives)
CAS
WADA

Provide a guarantee that should the price of such rooms in 2018 be higher than the price stated in your Candidature File, the OC must pay the difference (this must be clearly indicated in your budget).

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Q 12.10	For constituent hotel(s), give the maximum room rate in GBP 2011 and 2018 for all room types for all populations not covered by the Commonwealth Games Family hotel(s) rate stated in Q 12.10. Describe how such room rates will be indexed to 2018 and controlled.
Q 12.11	What are your plans to control room rates in hotels to be constructed and in existing hotels to be refurbished?

MINIMUM STAY

Q 12.12	The CGF prefers that no minimum stay is proposed. However, if a minimum stay is envisaged in your accommodation plan, the CGF requirement is to allow different waves of room blocks throughout the Games period. If applicable, describe your plan for minimum stay and room block waves.
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HOTEL GUARANTEES

Q 12.13	Provide guarantees for a minimum of 4,000 rooms in the following star categories: <ul style="list-style-type: none">• 5 star – 200 rooms• 4 star – 1,400 rooms• 3 star – 2,100 rooms• 2 star – 300 rooms from individual hotels and other accommodation owners listed in tables 12.3 to 12.7 guaranteeing, for all constituent groups: <ul style="list-style-type: none">• Room availability• Room rate• Minimum stay/room block waves, if applicable• Timelines and financing of hotel upgrades, if applicable• Price controls for services other than room rates• That accommodation contracts are binding through to the Games Please note that, following election as the Host City, the OC will be required to develop a detailed contract with each hotel/accommodation owner. Further, a different contract will be required for the official CGF Flagship Hotel for the Games Family Hotel(s).
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Q 12.14	<p>In addition, provide guarantees from the competent authorities for all hotels and other accommodation to be constructed (planned and additional), guaranteeing:</p> <ul style="list-style-type: none">• Construction authorisation• Works timelines• Financing• Management company
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SPECTATORS

Q 12.15	Provide details regarding your accommodation plan for spectators during the Commonwealth Games.
Q 12.16	Provide a brief explanation of how your accommodation plan is linked to public transport arrangements.
Q 12.17	<p>If applicable, list any other accommodation possibilities which could be envisaged. (e.g. youth hostels, university campus, campsites, etc.).</p> <p>What would be the capacity of this additional accommodation?</p>

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Theme 13 - Transport

Aim of the theme

Theme 13 seeks to establish a Candidate City's transport network and operational plans for the Commonwealth Games.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 13:

Q 13.2	Guarantee for the transport and traffic management command and control centre.
Q 13.3	Guarantees for planned and additional transport infrastructure projects.
Q 13.5	Guarantees for projected capacity improvements at your airport(s).
Q 13.10	Guarantees for projected fleet and rolling stock capacity improvements.
Q 13.16	Transport systems guarantee.

TRANSPORT STRATEGY AND AUTHORITIES

Q 13.1	<p>Based on your general Games concept and your city and regional transport systems, explain your Games transport strategy.</p> <p>State your objectives as well as general transport strategies and policies in relation to Games clients and the general public.</p>
Q 13.2	<p>Which authorities (state, region, city, etc.) will be responsible for managing transport activities in the Commonwealth Games region during the Commonwealth Games? What will their respective responsibilities be?</p> <p>How will these different authorities be integrated and coordinated with the OC from the strategic planning phase to Games-time traffic management?</p> <p>Under which authority will your transport and traffic management command and control centre be operated at Games-time?</p> <p>Provide a guarantee from the responsible authority.</p> <p>What coordination is planned between the Games transport and traffic command centre(s) and the Games security command centre?</p>

SUPPLY

Q 13.3	<p>Use table 13.3 to list:</p> <ul style="list-style-type: none">• Your existing transport infrastructure (motorways, major urban arterial network, suburban rail, subway, light rail public transport systems and other transport systems with significant capacity)• All transport infrastructure developments planned irrespective of the Commonwealth Games but having a direct impact on Games venue accessibility• Any additional transport infrastructure necessary to host the Commonwealth Games <p>Please differentiate between transport infrastructure within the city boundary and from the city boundary to outlying venues.</p> <p>The infrastructure items in table 13.3 should be attributed a unique colour-coded number and listed in numerical order (see table 13.3).</p> <p>Any infrastructure project comprising different attributes should be identified separately. For example, a 20km road, of which 15km is made up of two lanes and 5km is made up of three lanes, should be listed as two projects, e.g.:</p> <ul style="list-style-type: none">2a) 2 lanes of 15km2b) 3 lanes of 5km <p>For all projected transport infrastructure (planned and additional), provide guarantees containing:</p> <ul style="list-style-type: none">• Required authorisations• Bodies responsible for projects• Construction timelines• Financing
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<p>Q 13.4</p>	<p>Complete the maps requested in Q 8.3 as follows:</p> <p>Superimpose your city's transport infrastructure, as listed in table 13.3, on Maps B, B1, B2, etc.</p> <p>Please label each infrastructure item on the map with the unique number attributed to it in table 13.3 and observe the following colour code:</p> <table border="1" data-bbox="424 544 1430 748"> <tr> <td style="background-color: #ADD8E6;">PALE BLUE</td> <td>Existing infrastructure, no permanent works required</td> </tr> <tr> <td style="background-color: #0000FF;">BLUE</td> <td>Existing infrastructure, permanent works required</td> </tr> <tr> <td style="background-color: #00FF00;">GREEN</td> <td>Planned infrastructure (irrespective of the Games)</td> </tr> <tr> <td style="background-color: #FF0000;">RED</td> <td>Additional infrastructure (necessary to host the Games)</td> </tr> </table> <p>Should your main international airport not appear on this (these) map(s), please use an arrow to indicate its direction and the additional distance to the airport.</p>	PALE BLUE	Existing infrastructure, no permanent works required	BLUE	Existing infrastructure, permanent works required	GREEN	Planned infrastructure (irrespective of the Games)	RED	Additional infrastructure (necessary to host the Games)
PALE BLUE	Existing infrastructure, no permanent works required								
BLUE	Existing infrastructure, permanent works required								
GREEN	Planned infrastructure (irrespective of the Games)								
RED	Additional infrastructure (necessary to host the Games)								
<p>NOTE</p>	<p>Please note that all B maps must also be provided to the CGF in the following formats:</p> <ul style="list-style-type: none"> • 10 printed sets of Map B to be easily read when printed on a A3 or A3 equivalent page with the scale easily identified • 10 printed sets of Map(s) B1, B2, etc. using a scale between 1:10,000 and 1:20,000 								

AIR TRANSPORT

Q 13.5	<p>For your main international airport, as well as any other airport you intend to use for the Commonwealth Games, complete table 13.5.</p> <p>If applicable, specify what airport capacity improvements will be made for the Commonwealth Games.</p>
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Table 13.5 – Airport data		
Airport A – Location and function* at Games-time		
Capacity	Existing (2011)	Planned (2018)
Number of terminals		
Number of international departure gates		
Number of national departure gates		
Passengers/hour		
Runway movements/hour		
Night flight ban		

* e.g. Games arrival and departures, freight, charter flights etc.

	<p>What are the types and lengths of surface transport links from the airport(s) to the CGF hotel, the Commonwealth Games Village and the IBC/MPC?</p> <p>For all projected capacity improvements provide guarantees containing:</p> <ul style="list-style-type: none"> • Required authorisations • Bodies responsible for projects • Construction timelines • Financing
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Q 13.6	Use table 13.6 to list the number of weekly national and international scheduled direct flights during the Commonwealth Games period, indicating the split between continents and cities served.
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Table 13.6 – Flight network 2011 (and example)		
Continent	Cities served	Number of weekly flights
Continent 1	City A	12
	City B	6
	City C	25
TOTALS:	3	43

MOTORWAYS, MAIN ROADS AND PARKING

Q 13.7	Referring to table 13.3 and Map B (Q 13.4), explain the motorway and main road network which will play a key role during the Commonwealth Games. Are there alternative ways to reach the competition and non-competition venues?
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Q 13.8	Use table 13.8 to indicate what is currently available in terms of main parking areas (location + capacity) and what you estimate are the additional needs during the Commonwealth Games at competition and non-competition venues (capacity).
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PUBLIC TRANSPORT SYSTEM

Q 13.9	Referring to table 13.3 and Map B (Q 13.4), explain the public transport network lines (suburban rail, subway, light rail, waterways and high capacity bus ways, if applicable) which will play a key role during the Commonwealth Games. Are there alternative ways to reach the competition and non-competition venues?
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Q 13.10	Use table 13.10 to provide information on the fleet and rolling stock of the principal transport companies, including mode (e.g., train, bus, ferry), type (e.g., light rail, 12m bus) together with planned increases until 2018 and additional capacities provided at Games time. What part of the fleet is/will be of low emission type? For all projected fleet and rolling stock (planned and additional) provide guarantees containing: <ul style="list-style-type: none"> • Bodies responsible for projects • Financing
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DISTANCES AND JOURNEY TIMES

Q 13.11	Use table 13.11 to indicate distances in kilometres and average and peak-hour journey times by bus and in minutes in 2011 and at Games-time. If another mode of transport will be used, either instead of or in addition to buses, for any particular journey, please include this information in the table.
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Q 13.12	Use table 13.12 to indicate distances in kilometres and average journey times by bus and in minutes between the training venues and the Commonwealth Games Village at Games time.
---------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

MOTORISATION RATES

Q 13.13	Use table 13.13 to provide automobile and motorcycle motorisation rates in 2011 and 2018.
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Table 13.13 – Motorisation rates				
Motorisation rate	City		Region (please specify)	
	2011	2018	2011	2018
Automobile motorisation rate (cars per 1000 people)				
Motorcycle motorisation rate (motorcycles per 1000 people)				

Q 13.14	What is the share (%) of public transport journeys in relation to all motorised journeys in 2011 and 2018 for your city and region?
---------	-------------------------------------------------------------------------------------------------------------------------------------

TRANSPORT DEMAND AND CONSTITUENT REQUIREMENTS

Q 13.15	Use table 13.15 to estimate the average and maximum number of spectators for each venue per day and per session. Considering the origin of spectators, explain the transport resources allocated to them.
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Table 13.15 - Spectators					
Venue	Sport/ Event	Number of spectators per day		Number of spectators per session	
		Ave.	Max.	Ave.	Max.

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Q 13.16	Provide a guarantee that CGF requirements for all transport systems will be met including those by the relevant authorities and the Organising Committee as outlined in the Commonwealth Games Manuals.
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TRAFFIC MANAGEMENT

Q 13.17	List your main strategic and operational objectives with regard to traffic management and performance during the Commonwealth Games. What constraints will be inherent to the project and what contingency plan will you implement in case of a major transport accident, unexpected demand peaks, event rescheduling and adverse weather?
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Q 13.18	Describe the measures planned to facilitate Commonwealth Games traffic flow, punctuality and reliability, such as breakdown response units or Commonwealth Games traffic lanes, as well as normal traffic restrictions. Should your measures include Commonwealth Games traffic lanes, please indicate these on Maps B, B1, B2, etc.
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Q 13.19	Do you plan to link ticketing to transport access and parking? If so, how?
---------	-----------------------------------------------------------------------------------

Q 13.20	Describe the intelligent information technologies and communication equipment designed to control and command traffic, taking into account weather conditions, delays, accidents, diversion routes, special security requirements etc.
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Table 13.3 – Existing, planned and additional transport infrastructure

The infrastructure items should be listed in numerical order with a unique colour-coded number as shown in the table.

Please note that all infrastructure items listed should appear on Map B (Q 13.4) with the unique number attributed to it in table 13.3.

Type of Transport Infrastructure (Motorways, major urban arterial network, suburban rail, subway, light rail public transport systems)	Length (km) + capacity (no. of traffic lanes or tracks)		Construction/upgrade				Source of financing (Public/private/joint)
	Within City boundary	From City boundary to outlying venues	Body responsible	Construction date	Date of upgrade	Cost of upgrade (if not yet completed) in GBP 2011	
Existing	①						
	②						

Type of Transport Infrastructure (Motorways, major urban arterial network, suburban rail, subway, light rail public transport systems)	Length (km) + capacity (no. of traffic lanes or tracks)		Construction				Source of financing (Public/private/joint)
	Within City boundary	From City boundary to outlying venues	Body responsible	Start	End	Cost in GBP 2011	
Planned	⑤						
	⑥						

Type of Transport Infrastructure (Motorways, major urban arterial network, suburban rail, subway, light rail public transport systems)	Length (km) + capacity (no. of traffic lanes or tracks)		Construction				Source of financing (Public/private/joint)
	Within City boundary	From City boundary to outlying venues	Body responsible	Start	End	Cost in GBP 2011	
Additional	⑧						
	⑨						

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Table 13.8 – Main parking areas

Group venues by clusters where applicable

For venues with more than one parking area, please use separate lines

Venue	Sport/Event	Gross seating capacity (from Theme 8)	2011			2018	
			Parking location (distance from venue)	Number of cars	Number of buses	Number of cars	Number of buses
All competition venues							
CLUSTER AAA							
Venue A							
Venue B							
Venue C							
CLUSTER BBB							
Venue D							
Venue E							
Venue F							
Venue G							
Venue H							
Non-competition venues							
Commonwealth Games Village							
MPC							
IBC							
CGF hotel(s)							

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Table 13.10 – Fleet and rolling stock (with example)

Relevant infrastructure project number as attributed in table 13.1, if applicable	Mode	Type	Average age (in years)		Stock				Passengers/hour		% Low Emission	
			2011	2018	Existing 2011	Planned total by 2018	Additional Games-time stock	TOTAL stock 2018	Current 2011	2018	Current 2011	2018
③	Bus	12 metres	6 years	3 years	2,500	3,100	400	3,500	1,400	2,900	25	45

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Table 13.11 – Distances and journey times in 2010 and 2018/ competition venues (with example)

All distances must be given in kilometres.

All times must be given in minutes and for journey times by bus (average and peak hours).

Provide in brackets journey times and mode of transport for any alternative means of transport available for a particular journey, if applicable at Games-time.

If your project includes any other villages for athletes, please include it/them in this table.

If there is more than one competition venue for a sport/discipline/event please create new lines in the table as needed.

Amend this table as necessary to reflect your proposed Sports Programme.

All distances in km and journey times in minutes and by bus	Year	Gateway international airport			Main hotel area			Commonwealth Games Village			Commonwealth Stadium			Media Accommodation (please specify)			MPC/IBC		
		Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak
Gateway international airport	2011				14	23 (17 train)	35 (17 train)												
	2018					19 (17 train)	31 (17 train)												
Main hotel area	2011																		
	2018																		
Commonwealth Games Village	2011																		
	2018																		
Commonwealth Games Main Stadium	2011																		
	2018																		
Media Accommodation	2011																		
	2018																		
MPC/IBC	2011																		
	2018																		

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All distances in km and journey times in minutes and by bus	Year	Gateway international airport			Main hotel area			Commonwealth Games Village			Commonwealth Stadium			Media Accommodation (please specify)			MPC/IBC		
		Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak
Aquatics	2011																		
	2018																		
Archery	2011																		
	2018																		
Athletics	2011																		
	2018																		
Badminton	2011																		
	2018																		
Basketball	2011																		
	2018																		
Billiards & Snooker	2011																		
	2018																		
Boxing	2011																		
	2018																		
Canoeing	2011																		
	2018																		
Cycling	2011																		
	2018																		
Fencing	2011																		
	2018																		
Gymnastics	2011																		
	2018																		

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All distances in km and journey times in minutes and by bus	Year	Gateway international airport			Main hotel area			Commonwealth Games Village			Commonwealth Stadium			Media Accommodation (please specify)			MPC/IBC		
		Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak
Hockey	2011																		
	2018																		
Judo	2011																		
	2018																		
Lawn Bowls	2011																		
	2018																		
Netball	2011																		
	2018																		
Rowing	2011																		
	2018																		
Rugby Sevens (Men)	2011																		
	2018																		
Sailing	2011																		
	2018																		
Shooting	2011																		
	2018																		
Squash	2011																		
	2018																		
Table Tennis	2011																		
	2018																		
Ten Pin Bowling	2011																		
	2018																		

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All distances in km and journey times in minutes and by bus	Year	Gateway international airport			Main hotel area			Commonwealth Games Village			Commonwealth Stadium			Media Accommodation (please specify)			MPC/IBC		
		Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak	Km	Ave.	Peak
Triathlon	2011																		
	2018																		
Weightlifting	2011																		
	2018																		
Wrestling	2011																		
	2018																		

Table 13.12 – Distances and journey times / training venues (with example)

All distances must be given in km.

All times must be given in minutes and for journey times by bus.

Provide in brackets journey times and mode of transport for any alternative means of transport available for a particular journey, if applicable at Games-time.

Training venues	Sport/Discipline/Event	Commonwealth Games Village Average journey time	
		Kilometres	Minutes
Training venue 1	Athletics Triathlon (running)	5	15
Training venue 2	Hockey	7	18

Theme 14 - Technology

Aim of the theme

Theme 14 seeks to establish a Candidate City's ability to provide the necessary infrastructure to support technology for the Commonwealth Games, with a specific focus on telecommunications requirements.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 14:

Q 14.8	Guarantee that the competent body is prepared to allocate the necessary frequencies for the organisation of the Commonwealth Games.
Q 14.9	Guarantee that there will be no fee charged to the Commonwealth Games Family for the reservation and services of allocated frequencies during the Commonwealth Games.

TELECOMMUNICATIONS MARKETPLACE

Q 14.1	Describe the market's level of openness to competition in the area of telecommunications.
Q 14.2	How many licences have been awarded for: <ul style="list-style-type: none"> • Setting up fixed telephony networks • Supplying second generation (e.g., GSM) and third generation (e.g. UMTS) mobile telephony services
Q 14.3	Indicate whether a regulatory body exists for the market, whether this body is tied to government authorities and who issues the licences.
Q 14.4	Describe the existing infrastructure and technology networks linking competition and non-competition venues that will support the traffic necessary for the organisation of the Commonwealth Games (telephony, data network, audio and video circuits). Indicate the existence of any alternative path for back-up purposes. This information must be obtained from potential telecommunications providers. Provide diagrams showing the infrastructure described above.
Q 14.5	For each competition and non-competition venue, describe the current capacity (number of simultaneously supported communications) of the mobile network by carrier. Indicate whether all the roads linking all competition and non-competition venues are also fully covered by these carriers.

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Q 14.6	<p>If additional infrastructure for fixed and mobile networks is required to support the organisation of the Commonwealth Games, describe this infrastructure and list which carriers are prepared to build it.</p> <p>Will these carriers charge the OC to build this additional infrastructure or will the OC only be charged for the usage service based on standard tariffs in effect in the country at Games time?</p>
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FREQUENCY CONTROL

Q 14.7	Indicate the body(ies) responsible (and any ties) for controlling and allocating the frequencies necessary for radio transmissions.
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Q 14.8	Provide (a) guarantee(s) from the competent body(ies) that it (they) is (are) prepared to allocate the necessary frequencies for the organisation of the Commonwealth Games.
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Q 14.9	<p>Provide (a) guarantee(s) from the relevant authorities that there will be no fee charged to the following constituent groups for the reservation and services of allocated frequencies during the Commonwealth Games:</p> <ul style="list-style-type: none">• Athletes• CGF• OCs• CGAs• IFs• Media• Broadcasters• Commonwealth Games partners
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PRIVATE RADIO NETWORKS

Q 14.10	Are there frequencies allocated to trunk radio type services?
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Q 14.11	How many types of trunk radio networks are in operation and what is the level of local and regional coverage?
---------	---------------------------------------------------------------------------------------------------------------

Q 14.12	How many subscribers are there to such networks?
---------	--------------------------------------------------

Theme 15 - Media Operations

Aim of the theme

Theme 15 seeks to establish a Candidate City's ability to ensure that the accredited media at the Commonwealth Games are provided with appropriate facilities and services to ensure the best possible media coverage of the Games.

Guarantees Summary

Candidate Cities are required to obtain the following guarantees for Theme 15:

Q 15.1	Guarantees of use and/or construction for the IBC and MPC, including construction timelines, financing, possession, retrofit and vacation dates.
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Accommodation and transport

Please note that media accommodation and media transport are covered in greater detail in Themes 12 and 13 respectively. Guarantees pertaining to both functions are also requested in Themes 12 and 13.

IBC AND MPC

Q 15.1	<p>Describe your concept for the International Broadcast Centre (IBC) and Main Press Centre (MPC), including the following elements:</p> <ul style="list-style-type: none"> • Location, size, adjacent compounds, transport hubs, parking and facilities • State whether the IBC and MPC are existing facilities or to be constructed • Explain the reason for your choice of IBC and MPC • Specify the intended post-Games use of the IBC and MPC, including legacy considerations • Specify who will finance the construction of the facilities. <p>Provide all guarantees obtained for the use and/or construction of the IBC and MPC from the owner(s) concerned, including possession and vacation dates. This guarantee must also state that the owner(s) grant(s) all commercial rights in relation to the IBC and MPC (including but not limited to the terms and conditions listed in the "Clean Venue Appendix") to the OC for the period the OC has control of the venue(s).</p> <p>(Please note that these dates should take into consideration the time required for both the fit out and retrofit of the IBC and MPC.)</p> <p>See "Clean Venue Appendix" in the Model Guarantees File.</p>
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ACCOMMODATION

Q 15.2	Briefly describe your concept for media accommodation (this description should correspond to the list provided in Q 12.4.) If you plan to use a Media Village(s), specify its (their) location, size, capacity, type of structure (existing, permanent, temporary), room sizes and intended post-Games use/legacy.
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TRANSPORT

Q 15.3	Briefly describe your concept for media transport, including: <ul style="list-style-type: none">• Airport to/from Media Accommodation• Competition Venues to/from Competition Venues• IBC/MPC to/from Competition Venues• Media Accommodation to/from IBC/MPC• Media Accommodation to/from Competition Venues
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MEDIA CONCEPT

Q 15.4	Provide a map, no larger than A3, folded or double page and giving the graphic scale used, indicating: <ul style="list-style-type: none">• IBC• MPC• Media accommodation• Media transport• All competition venues• Commonwealth Games Village
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REGULATIONS AND TAXES

Q 15.5	Would broadcasters or the HBO, and their personnel, normally be subject to union regulations or labour laws? Explain.
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Q 15.6	Would broadcasters or the HBO, and their personnel, normally be subject to specific taxes for broadcasting work such as taxes on production and/or equipment? Explain.
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PART 3 — Instructions

Overview

This part contains precise instructions on how Candidate Cities must present both their Candidature and Guarantees Files.

Part 3 includes the following:

Chapter
3.1 Model Candidature
3.2 Model Guarantees

IMPORTANT NOTE:

In addition to these instructions, the CGF will be utilising an electronic lodgement system for Candidate Cities to submit their official bids. The electronic format of bids, along with paper versions of guarantees, will be the official version used by the CGF Evaluation Commission to prepare its report and will be the officially acknowledged format of all bids.

The CGF will issue Candidate Cities who have been recognised by the CGF Executive Board in April 2010, with further details of this secure electronic bid lodgement system.

3.1 Model Candidature

Overview

The Model Candidature File provides instructions on how Candidate Cities must present their Candidature File. Candidate Cities will be required to submit their files and any update in two formats: as an electronic report to be lodged in a secured extranet with input in accordance with electronic templates, and with a paper version with identical content to the full electronic submission.

Right of refusal

The CGF reserves the right to refuse any file which does not comply with the presentation requirements.

3.1.1 General Presentation and Layout

Bid Document Presentation

The CGF have decided to maintain circulation of full paper copy Bid Books – not a summary document. There is no requirement to circulate Guarantees and large format (A3) venue block plans. This approach allows CGAs full visibility of the submitted Bid Books and overcomes electronic access issues.

Two versions are to be submitted:

- The official version for submission, which is electronic
- The paper based version

Both versions shall have identical content.

The paper based printed candidate file requirements:

- Format A4
- 2 volumes (volume 1 is for themes 1-7 and volume 2 is for themes 8-15)
- Minimum of a 10 point font
- Maximum of 240 total pages (including responses, graphics, tables, etc.)
- Simple, soft-cover and spiral wire binding only.

The 2 volumes of the Candidature File may be submitted in a simple cardboard sleeve.

Languages

The Candidature File must be in English.

Colour illustration

Colour plans, graphics and other illustrations are permitted to present technical information. Photos may also be used to illustrate sites and infrastructure as necessary.

Colour code

The following colour code must be used throughout your Candidature File:

- BLUE: existing infrastructure
- GREEN: planned infrastructure (for which contracts have already been signed)
- RED: additional infrastructure required to host the Commonwealth Games

3.1.2 Content Instructions

The Candidature File shall have a limit of 51,000 words across all the 15 themes, excluding prescribed maps, plans, and tables as defined in the Candidate City Manual. This word limit applies to both the electronic and paper based versions.

The paper based versions of the Candidature File shall not exceed 240 pages, including prescribed maps, plans and tables as defined in the Candidate City Manual.

Paper format Candidate Files are to be provided in two volumes, with Volume 1 including themes 1-7 and Volume 2 including themes 8-15. There are no set page numbers or word limits by theme or volume as long as the overall limits of 51,000 words and 240 pages are met.

Answers

Answers should be concise and concrete and should address the substance of the question put forward.

Answers must respect the form required for each question, as described below. This aspect is essential for the analysis which the CGF will subsequently perform.

The CGF is seeking three types of answers:

- Explanatory: textual explanation
- Visual: concrete information which allows rapid visual grasp and objective analysis of the context (e.g., tables, graphics, lists, maps and plans)
- When an answer has to be given using these elements, any attached explanation must be complementary and extremely brief
- Guarantees: replies which require undertakings on the part of third parties

In the corresponding theme and question, indicate whether or not the Bid Committee has obtained the guarantee and who gave it. Include all original guarantee documents to be developed in accordance with proforma extracts included later in section 3.2.3.

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Maps

Instructions regarding the individual maps requested in the questionnaire are given in the relevant themes/questions.

In addition to the maps included in your Candidature File, the CGF requires Candidate Cities to provide certain maps in a specific format.

The following table summarises the instructions for all maps requested in the questionnaire. It is also important to note that electronic copies of all maps will be required and detailed specifications will follow in due course.

Table 3.1.2 – Map instructions			
Question number	Map description	Maps included in the Candidature File - Map format instructions	Additional format request
Q 1.5	Concept map (Map A)	<ul style="list-style-type: none"> No larger than A3 (folded or double page) Indicate graphic scale used North arrow 	
Q 5.1	Environment features and conditions	<ul style="list-style-type: none"> No larger than A3 (folded or double page) Indicate graphic scale used 	
Q 8.3/ Q 13.4	<ul style="list-style-type: none"> Venue location and transport infrastructure – Map B Venue location and transport infrastructure cluster maps – Maps B1, B2, etc. (if applicable) 	<ul style="list-style-type: none"> No larger than A3 (folded or double page) Indicate graphic scale(s) used Colour-coded (existing, planned and additional) Include a legend to describe graphics used to represent different types of transport infrastructure Label each infrastructure item on the map with the number attributed to it in table 13.1 All B maps should be included in both themes 8 and 13 in your Candidature File North arrow 	<ul style="list-style-type: none"> Provide 10 printed sets of Maps B, B1, B2, etc. (if applicable) using the following graphic scales: Map B: to be easily read when printed on a A3 or A3 equivalent page with the scale clearly identified Maps B1, B2 etc.: between 1:10,000 and 1:20,000

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Table 3.1.2 – Map instructions			
Question number	Map description	Maps included in the Candidature File - Map format instructions	Additional format request
Q 9.11.2	Plans and cross-sections showing how the CGA units will be organised	<ul style="list-style-type: none"> To be legibly read when printed on a A3 page with the scale clearly identified Clearly indicate dimensions 	
Q 9.11.3	Plans and cross-sections showing how the apartments and rooms will be organised	<ul style="list-style-type: none"> To be legibly read when printed on a A3 page with the scale clearly identified Clearly indicate dimensions 	
Q 9.15	Layout of the international and residential zones	<ul style="list-style-type: none"> Indicate graphic scale used Directional arrow indicating North 	
Q 12.3 – Q 12.8	Accommodation maps: <ul style="list-style-type: none"> Existing hotels, 0-10km Existing hotels, 10-50km Hotels to be constructed, 0-10km Hotels to be constructed, 10-50km Other accommodation, 0-50km Total room inventory at Games time, 0-50km 	<ul style="list-style-type: none"> No larger than A3 (folded or double page) All maps must show the point of reference used (as indicated in Q 12.1) Indicate graphic scale used All hotels to be attributed a unique, colour-coded number (existing, planned and additional) in such a way that they appear in consecutive order on the maps, in a clockwise direction 	Provide 10 printed sets of all accommodation maps, using a graphic scale large enough to clearly visualise the location of each hotel.
Q 15.4	Media concept map	<ul style="list-style-type: none"> No larger than A3 (folded or double page) Indicate graphic scale used Directional arrow indicating North 	

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3.2.1 List of all Guarantees Requested

The following table is a summary of all the guarantees requested in the CGF Questionnaire:

Question	Summary	Provided by
Q 2.2	Guarantees - financial or other – obtained from national, regional and local authorities and bodies involved in your project of hosting the Commonwealth Games.	National, regional and local authorities and bodies
Q 3.1	Covenant from all authorities (national, regional and local) concerned by your project of hosting the Commonwealth Games.	National, regional and local authorities
Q 3.2	Guarantee that no other event will take place during the Commonwealth Games or one week immediately before or after.	Competent authorities
Q 3.4	Documentation indicating that appropriate measures have been taken to protect the word mark “[City] 2018” within the local territory and to register relevant domain names.	Competent authorities
Q 3.5	Declaration from the government of your country stipulating that all necessary legal and legislative measures will be taken to facilitate the protection of Commonwealth Games marks.	National authorities
Q 3.7	Declaration from your city authorities confirming that the Bid Committee is empowered to represent the Candidate City and indicating the names of the persons and/or their titles who have the authority to sign contracts and other documents on behalf of the city.	Candidate City authorities
Q 4.3	Guarantee of entry into your country with the Commonwealth Games identity and accreditation card.	Competent authorities
Q 4.4	Guarantee authorising temporary entry for Games-related personnel to work and domicile in your country prior to the Commonwealth Games.	Competent authorities
Q 4.7	Guarantee authorising the import, use and export of goods required for the Commonwealth Games, free of all customs duties.	Competent authorities
Q 5.7	Guarantee(s) stating that all construction work necessary for the organisation of the Commonwealth Games will comply with: <ul style="list-style-type: none"> • Local, regional and national regulations and acts • International agreements and protocols regarding planning, construction and protection of the environment 	Competent authorities
Q 6.1	Shortfall guarantee.	Competent authorities
Q 6.2	Any other additional financial guarantees obtained.	Competent authorities

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Question	Summary	Provided by
Q 6.3	Guarantee concerning general price control before and during the Commonwealth Games, with particular reference to hotel rates and related services.	Competent authorities
Q 6.8	Guarantee concerning new taxes and their impacts on the Games	Competent authorities
Q 6.15	Guarantee that the OC will cover the travel costs, in economy class, of CGA delegations participating in the Commonwealth Games not less than the aggregate of the average team size for each CGA based on participation in the previous two Commonwealth Games.	Competent authorities
Q 7.1	A fully executed copy of the Joint Marketing Programme Agreement with all the required appendices.	Candidate City / CGA
Q 7.2	Guarantee(s) confirming that the legislation necessary to effectively reduce and sanction ambush marketing, eliminate street vending, control advertising space and air space during the period of the Commonwealth Games, will be passed no later than 30 June 2014.	Competent authorities
Q 7.9	Guarantee(s) endorsing plans for a Commonwealth Games lottery, if applicable, and securing revenue projections in case of any shortcomings from a proposed lottery.	Competent authorities
Q 7.10	Guarantee(s) endorsing plans for seigniorage and/or philately programmes and securing revenue projections.	Competent authorities
Q 8.5	Guarantees for the financing of work.	Competent bodies/ authorities
Q 8.6	Guarantees for use of venues and control of commercial rights.	All venue owners and Candidate City authorities
Q 8.6	IF agreements for use of venues.	International Federations
Q 8.15	Energy guarantee.	Competent authorities
Q 8.16	Test events guarantees.	Candidate City authorities
Q 9.2	Guarantee stating that the site chosen for the Commonwealth Games Village is in keeping with the city development plan and the standards to be met to obtain planning permission.	Authorities and owners concerned
Q 9.5	Guarantees for the financing of work.	Competent bodies / authorities
Q 9.6	Guarantees for government subsidies and/or rental costs related to the Commonwealth Games Village.	Competent bodies / authorities
Q 9.7	Guarantees of use for existing buildings and infrastructure, if applicable.	Authorities and owners concerned
Q 9.8	Guarantee(s) stating with which international and national accessibility standards the Commonwealth and Games Village conforms/will conform.	Competent authorities
Q 9.10	Guarantee for the control of commercial rights.	Authorities and owners concerned

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Question	Summary	Provided by
Q 10.10	Guarantee from the relevant national, regional and local authorities that the investment plans described in the Candidature File are practicable and compatible with the harmonious development of your country, region and city.	National, regional and local authorities
Q 10.13	Guarantees related to Anti-doping.	Competent authorities
Q 11.4	Guarantee(s) for the safety and peaceful celebration of the Commonwealth Games – national, regional and/or local governments (if applicable).	National, regional and local authorities
Q 12.2	Statement from your national tourist board describing your country's hotel rating system and Candidate City hotel room inventory. List of the Candidate City's total hotel room capacity, guaranteed by the national tourist board.	National Tourist Board
Q 12.7	Guarantees of use for other accommodation.	Owners concerned
Q 12.9	Games Family rate guarantee.	Candidate City authorities
Q 12.13	Guarantees from individual hotels concerning room availability, room rates, minimum stay/room block waves, other price controls and binding contracts.	Owners concerned
Q 12.14	Construction authorisation, works timelines and finance guarantees for hotels/other accommodation to be built.	Hoteliers and/or competent authorities
Q 13.2	Guarantee for the transport and traffic management command and control centre.	Competent authorities
Q 13.3	Guarantees for planned and additional transport infrastructure projects.	Competent authorities
Q 13.5	Guarantees for projected capacity improvements at your airport(s).	Competent authorities
Q 13.10	Guarantees for projected fleet and rolling stock capacity improvements.	Competent authorities
Q 13.16	Transport systems guarantee.	National, regional and local authorities
Q 14.8	Guarantee that the competent body is prepared to allocate the necessary frequencies for the organisation of the Commonwealth Games.	Competent authorities
Q 14.9	Guarantee that there will be no fee charged to the Commonwealth Games Family for the reservation and services of allocated frequencies during the Commonwealth Games.	Competent authorities
Q 15.1	Guarantees of use and/or construction for the IBC and MPC, including construction timelines, financing, possession, retrofit and vacation dates.	Owners and/or authorities concerned

3.2.2 Standard Text Guarantees

Authorities Covenant

Covenant from all authorities concerned by your project of hosting the Commonwealth Games.

Q 3.1	<p>The following text should be used for this guarantee:</p> <p>“..... (name(s) of the duly authorised representative(s)) hereby confirm(s) that the government of (name of the Host Country)/regional authority of (name of the region)/local authority of (name of the city)</p> <p>Guarantees the respect of the CGF Constitution and Regulations and the Host City Contract;</p> <p>Understand(s) that all representations, warranties and covenants contained in the Candidate City’s bid documents, as well as all other commitments made, either in writing or orally, by either the Candidate City (including the Bid Committee) or its CGA to the CGF, shall be binding on the city;</p> <p>And guarantees that it will take all the necessary measures in order that the city fulfils its obligations completely.”</p>
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Joint Marketing Programme Agreement

Q 7.1	Candidate Cities will receive an electronic version of the Joint Marketing Programme Agreement.
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Guarantees for use of venues and control of commercial rights

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Q 8.5	<p>The following text should be used for these guarantees:</p> <p>“The undersigned, on behalf of (venue owner), hereby guarantees that, with respect to the Commonwealth Games venue(s) identified below, which is(are) owned by (venue owner), the Organising Committee of the Commonwealth Games (OC) will have:</p> <ul style="list-style-type: none">• exclusive use of the venue; and• all rights with respect to commercial rights (including but not limited to the terms and conditions listed in the “Clean venue appendix”) <p>during the period (the period the OC has control of the venue).</p> <p>Games venue name(s)</p> <p>Venue A</p> <p>Venue B</p> <p>The undersigned also agrees to abide by the terms of the CGF Constitution and Regulations and Host City Contract throughout the term of the lease agreement with the OC.”</p>
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Clean Venue Appendix

Q 8.5

Q 9.10

Q 15.1

As part of the guarantees submitted granting the OC the right to use the venue in the period leading up to and during the Commonwealth Games the Bid Committee must ensure that for each proposed venue, the following terms and conditions are agreed to by the venue owner/manager.

Signage

The venue owner grants the OC the right to have:

- Exclusive use of all indoor and outdoor signage at the venues, as well as signage in areas adjacent thereto and under the control of the owner
- Exclusive control of all venue naming rights and signage, including but not limited to the right to re-brand or cover existing signage

Retailing and concessions

The venue owner grants the OC the right to:

- Be the sole and exclusive manager and operator of merchandise retail outlets and food/beverage concessions at the venue
- Sell Commonwealth Games merchandise at retail outlets and food/beverage concessions services, facilities and outlets
- Access all merchandise retail outlets as well as food and beverage products in venue
- Use staff of its choice and dress such staff in uniforms of its choice to operate the merchandise retail outlets and food/beverage concessions

Ticketing and hospitality

The venue owner grants the OC the exclusive right to:

- Manage and sell tickets and hospitality in relation to the Commonwealth Games for the venue
- Manage and sell suites and specialty seats in relations to the Commonwealth Games for the venue

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Throughout the term of the lease agreement, the venue owner shall not subject the OC to any taxes or parking charges at the venue in relation to the sale of the aforementioned.

Broadcasting and Sponsorship

Throughout the term of the lease agreement, the venue owner agrees that the OC has the exclusive right to sell broadcast, sponsorship or any other multimedia rights in relation to the Commonwealth Games being held at the venue.

Exclusive use of sponsor products

The venue owner agrees that the OC shall have the right to exclusively use products and services of Commonwealth Games sponsors at the venue (and re-brand existing products and services, to the extent necessary to respect the exclusive rights granted to Commonwealth sponsors), including but not limited to the following product categories:

- Payment systems (including but not limited to credit card acceptance, automated teller machines (ATMs) and telephone payment systems) in relation to all sales occurring at the venue related to the Commonwealth Games
- Non-alcoholic and alcoholic beverages
- Audio-visual equipment including but not limited to video boards and speakers
- Timing, scoring and on-venue results equipment including but not limited to scoreboards

No use of Commonwealth Games marks

The venue owner agrees that, at no time, shall it have the right to use any Commonwealth Games marks, symbols, terminology or derivatives thereof.

Brand protection and anti-ambush assistance

Throughout the term of the lease agreement, the venue owner agrees to assist the OC to combat attempts of ambush marketing by advertisers at the venue who are not Commonwealth sponsors but develop advertisements for use at the venue that may, implicitly, suggest that they are sponsors of the Commonwealth Games.

PART 4 – Constitution of the Organising Committee

4.1 Preparing for the potential constitution of an Organising Committee

Intellectual property rights

The Commonwealth Games are the exclusive property of the CGF, which owns all rights and data relating thereto, in particular, and without limitation, all rights relating to their organisation, exploitation, broadcasting, recording, representation, reproduction, access and dissemination in any form and by any means or mechanism whatsoever, whether now existing or developed in the future.

Host City Contract signature

Immediately after the announcement of the Host City, the Host City Contract is signed by the CGF, the Host City authorities and representatives of the Government of the Country, duly empowered to make this commitment, and the CGA of the country in which the city is located. This contract outlines the legal, commercial and financial obligations incumbent upon the city elected to organise the Commonwealth Games.

Pre-election agreements

To best prepare for the constitution of an OC, it is essential that the necessary preparation be completed during the candidature phase. At the time of signing the Host City Contract, agreements should therefore be in place between all parties involved in the Commonwealth Games project, clearly outlining each party's roles, responsibilities and financial contributions.

OC constitution

It is essential that the Bid Committee plan for the constitution of an Organising Committee for the Commonwealth Games as it is the OC which is the main body responsible for organising the Commonwealth Games.

The Bid Committee should ensure that all parties concerned in the preparation of the candidature are aware of this fact and that, in the earliest stages of planning, consideration is given to the persons who may be part of the Organising Committee, in the event that the city is elected to host the Commonwealth Games. It is important that there is some continuity between the Bid Committee and the Organising Committee.

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It is important to think about how to manage the time between the election and the constitution of the OC and to consider planning for a transition team early on in the Candidature Process in order to ensure continuity and to ensure that planning work can continue without interruption after the election.

Acknowledgements

The Commonwealth Games Federation acknowledges the assistance and support provided by the International Olympic Committee (IOC) in allowing the CGF to base this manual on the contents of the IOC's Candidate City Manual. The CGF takes full responsibility, however, for the content of this manual, which in no way reflects the views of the IOC, nor is it any way endorsed by the IOC.